August 20, 2019

ADDENDUM NO. 3
For
Enterprise Resource Planning System
Request for Proposal

This addendum no. 3 is to provide the following information:

Questions and answers for RFP.

End of Addendum 3

1. Q: Will the organization allow us to bid solely on the timekeeping and scheduling
    requirements of this project? We are a "best of breed" Public Sector workforce
    management specialist with unique features not found in generic ERP timekeeping and
    advanced scheduling modules, and we interface to all popular HR/Payroll/ERP systems
    including the legacy Eden solution.

    *A: Refer to Section B.3.1.4 -   Failure to provide some requirements or excluding some
    requirements from scope will NOT eliminate the Proposer from contention. The County
    will evaluate the proposal as a whole including price/value comparisons when evaluating
    proposals.*

2. Q: What is the estimated cost of the ERP project?
    *A: A specific budget has not been identified. The County has conducted research on estimated
    costs. Vendors should submit responsible proposals for this project. The County will seek
    approval from the Board of County Commissioners for the budget once a proposal has been
    selected.*

3. Q: Has the Department allocated funding for the ERP yet? If so, through which source
    (budget, CIP, state/federal grant etc.)?
    *A: A specific budget has not been identified. The County has conducted research on estimated
    costs. Vendors should submit responsible proposals for this project. The County will seek
    approval from the Board of County Commissioners for the budget once a proposal has been
    selected.*

4. Q: Would it be possible to name the three greatest challenges the Department is having
    with the current solution?
    *A: The County has been using separate systems for financial and payroll which are
    outdated
    The County also utilizes several third party systems for budgeting, cost accounting and
    asset tracking purposes
    The County desires better data integrity and reporting capabilities for timely decision
    making*

5. Q: Which operating platform does the Department currently use? / Is desired for the
    ERP?
    *A: Refer to A.7 for County Information Technology Architecture and Standards. A.8
    includes the current ERP Operating Environment. The County will consider all
    proposals for future architecture.*

6. Q: Can the Department elaborate on any additional drivers behind this acquisition that may not be addressed in the RFP?
    A: The County's goals and objectives for this project are stated in Section: A3 of the RFP.

7. Q: What is the number of users anticipated for the ERP?
    A: Refer to Section A.6 for estimated user counts.

8. Q: Who is the technical contact and/or project manager for the ERP?
    A: Brian Ferris – IT Technical Manager

9. Q: Does the Department anticipate any professional or consulting services may be needed to accomplish this effort? (i.e. project planning/oversight, PM, QA, IV&V, staff augmentation, implementation services etc.)?
    A: The County is working with Government Finance Officers Association (GFOA) to assist with this procurement process. Proposers are welcome to include professional or consulting services as part of their response.

10. Q: Is the effort still involve the following agencies?
    o   Thurston County Central Services Department, Information Technology Division
    o   Thurston County Auditor's Office
    o   Thurston County Office of the Treasurer
    o   Thurston County Office of the Assessor
    A: All county offices and departments will be involved - see section A.3 in the RFP.

11. Q: Section D of the RFP provides a list of example reports the County currently uses today. Is there an expectation of that list being required in scope for the future system or is the list informational?

    A: The reports were provided as examples. The format does not need to match, but we need to be able to produce reports with the content in the sample reports. Some reports are defined in statute and need to be produced as defined.

12. A: On page five of the RFP it states that the system must meet all the County's mandatory system requirements but there are no mandatory requirements designated on the requirements matrix (Attachment 6) provided in the RFP. Can this be clarified?

    A: Section A.3 second sentence should read "Proposals will be scored based on how well the system meets the requirements listed in Attachment 6." Also see Section A.7 for IT standards that must be adhered to.

13. Q: Is it the County's expectation that vendors bid all functions that are in the scope of service even if it requires third-party systems or is a subset of scope ok?

    A: The County is open to different options and would like to see how each vendor will address each scope requirements.

14. Q: Is it required for vendors to bid on all functionalities in order to be considered by the County?

     A: No. See RFP Section B.3.1.4

15. Q: What is the County's relationship with Questica, NeoGov, and Inquisiq? Does the County want to keep these products or replace them if the functionalities are available in the new system?

     A: These systems currently meet the county's business needs; the County is interested in a fully integrated system.

16. Q: What system is the County using for debt management today? If the County is using SymPro for debt management, would it be a full or partial replacement of SymPro?

     A: The Treasurer's Office uses SymPro for Investment management.   We do not use it for debt management.

17. Q: What is the County's plan for filling the Project Manager position (Brian Ferris is currently the Interim Project Manager)?

     A: The County is currently recruiting for a new project manager and hopes to have one hired as soon as possible – recruitment is open to both internal and external applicants.

18. Q: On page thirty-one of the RFP it discusses two system acceptance phases – conditional acceptance and final acceptance – what are the expectations for the final acceptance of the system?

     A: See section C.3. Further detailed expectations will be negotiated as part of the contract.

19. Q: On the functional requirements list Enterprise Asset Management, Fleet, and work orders are separated out yet they seem like similar functions; there is potential overlap with these functions. Is there a specific reason that these were broken out? Will there be different use cases even if there is overlapping functionality?

     A: During our review and analysis of these areas, we deleted duplication and eliminated conflicts between these three sets of requirements. Work Orders and Fleet are the most closely related as the Fleet area clarifies and adds additional specific requirements to Work Orders. The functional requirement reflects the County's desired scope, but each vendor may meet these requirements how they see fit.
     .

20. Q: Is the County using eCommerce with Inquisiq?

A: No

21. Q: What is the timeline for system implementation?

     A: The County would like to see the schedules that are proposed by each vendor and is willing to work with the selected vendor on a mutually agreed and reasonable timeline.

22. Q: Do any of the County's current systems have an "end-of-life" that would influence the implementation timeline?

     A: Not aware of anything in the immediate future.

23. Q: What is the County's budget for this project?

     A: The County has conducted research on estimated costs. Vendors should submit responsible proposals for this project. A specific budget has not been identified. The County will seek approval from the Board of County Commissioners for the budget once a proposal has been selected.

24. Q: When and where will these Q&As be posted?

     A: The Q&A will be posted as addendums to the RFP on the site the RFP is published. The goal is to have the Q&As published by August 20, 2019.

25. Q: We would like to request attachments 1-5 in Word documents – it will make completing these forms easier.

     A: Word versions have been posted on the web site as Addendum #2.

26. Q: With respect to the Estimated User Count on page 11, would the County be able to estimate the following in order to provide a more accurate picture for the purposes of providing a software quote?

     - Looking across all modules/functional areas, can the County estimate how many users would be heavy users? ("heavy" can roughly mean people who would interact with the system on a frequent basis as a major part of their job activities.)
       A: See table below
     - How many users can be estimated as Medium users? ("medium" can mean people who use the system more infrequently for some workflow approvals, lighter transactions within the system, and read only access for everything else.)
       A: See table below
     - How many users can be estimated as Low or Employee users? (low/employee can mean people who need read only access, and enter information for themselves, such as personal HR information or their own purchase requistions.)
       A: See table below

User Estimates for current systems:

	Heavy	Medium	Low/EE users
Eden	60	140	1,400
Munis	52	96	138

- Also, how many people do you estimate using a new LMS? There are 30 users mention in the grid, but 1150 people currently use Inquisiq. Are 30 people estimated to be HR staff involved with training, and the larger number being County employees consuming training content?
  A: The 30 are the HR liaisons located in offices/departments. The liaisons are the heavy/medium users of the system.

- How many employees in total are being paid via payroll? Can you confirm the number is 1,300?
  A: Yes, this number is correct and is based on a June 2019 payroll cycle.

27. Q: A number of requirements allude to Unions. How many unions represent employees at the County?
    A: 9 unions

28. Q: Due to the complexity of the RFP's requirements, may we respectfully request an extension in the amount of 1 week to the deadline for responses?
    A: No

29. Q: The RFP does not specify the number of budget users. Do budget users fall into another category of user? If not, how many do you anticipate?
    A: The County owns 125 licenses for the current budget tool Questica.

30. Q: What is the frequency of budget adjustments and forecast updates?
    A: Two formal adjustments per year; mid term adjustments every other year. Forecasts can happen on a monthly or quarterly basis.

31. Q: Do you plan by position and employee, or just position seeded with employee data (salary, benefits, etc.)?
    A: Yes

32. Q: How often are interfaces currently run for the budget process (for actual as well as budget drivers)? Do you expect that to change in the future?
    A: Current process is nightly.

33. Q: Does the County prefer an on-premise or SaaS solution?

    A: The County will consider all proposals.

34. Q: Would the County consider extending the proposal due date two weeks in order to allow for

adequate time for any changes that may need to be made from the Q&A's period?
A: No

35. Q: Will the County consider signing Vendor Non-Disclosure Agreements or otherwise stipulating to protections so Vendors can provide complete information to the County, marking certain information as Proprietary and Confidential in accordance with Washington State Public Records Act exemptions at ARCW § 42.56.270?
      A: No

36. Q: What is your targeted Go Live date? What is driving these dates – fiscal year, contracts, etc.?
      A: The County is open to the recommendation of the proposer.

37. Q: How many unions/collective bargaining agreements do you have?
      A: Nine (9) Collective Bargaining Agreements (CBA's).

38. Q: Is HR centralized or de-centralized? Is Payroll Centralized or de-centralized?
      A: HR and payroll are centralized however there are HR/Payroll liaisons in each office/department who are the primary contacts.

39. Q: In areas where there are multiple forms/processes, is the intent to standardize?
      A: Yes

40. Q: Do you use Multiple Jobs – as in one employee performs multiple job roles but is paid concurrently for those roles?
      A: No. If this question is asking if one employee can be in multiple positions and paid different rates for those positions, then yes.

41. Q: How many Landing Pages/Portals will you need? Ex. Do seasonal employees need a different onboarding process than regular employees?
      A: We currently need at least eight pages (regular full benefits, regular pro-rated benefits, temp no benefits, temp med/den/vis/lif only, temp med/den/vis/lif pro-rated, temp retirement only, temp full benefits, temp pro-rated full benefits). Ideally, we will be able to create additional pages as needed.

42. Q: How many new hire onboarding documents will you utilize?
      A: We currently use 16-17 documents. This could be reduced depending on a system's workflow/approval process. Or, depending on the system function and capabilities, this number could be expanded.

43. Q: How many Offer Templates will you need? How many variations of each offer template do you have (where the text dynamically changes based on logic)?
      A: Five (5) with the opportunity to expand as necessary.

44. Q: Does your company have a referral program?
      A: No

45. Q: Will you utilize questionnaires on the external job application?   If yes, how many questions per questionnaire? Do you have specific questions for specific jobs or functional areas?
     A: Depending on the recruitment there may be supplemental questions. The number and type of questions depends on the position.
     .

46. Q: Do you utilize Evergreen Job Requisitions?
     A: Unfamiliar with Evergreen Job Requisition. We do use job requisitions in our current recruitment process.

47. Q: Do you need Employment Agreements set up?
     A: Not at this time.

48. Q: Does your company utilize Recruiting Agencies? How many agency portals do you have? How many agency users?
     A: Not at this time.

49. Q: How many job requisitions do you plan on converting at go-live?
     A: Up to 30.

50. Q: Do you want to import all active candidates into Workday?
     A: The County wants to import active candidates in the system selected.

51. Q: Do you plan on converting resumes for the candidates that you do convert?
     A: Yes

52. Q: Does a Global Compensation Structure already exist?
     A: Global compensation is not applicable to our site.

53. Q: How many compensation plans do you need (hourly, salary, allowance, one-time payments, etc.)?
     A: We currently have 47 different earning categories.

54. Q: How many Ad-hoc payment types will be needed?
     A: Unlimited.

55. Q: How many Grades (Pay Ranges) do you want configured? How many steps within the grades do you have?
     A: This should be unlimited. Currently we have 138 grades (ranges) and depending on the salary chart there are between 3 to 18 steps.

56. Q: How many Benefit Plans will you need? (Healthcare, retirement, insurance and additional – ex. Pet insurance, etc.)
     A: This should be unlimited. We currently have 9 medical plans, 2 dental, 1 vision, 1 life insurance, 1 AD&D, 5 pension plans, 9 voluntary benefit plans, long-term disability, EAP, 3 deferred compensation and 3 flexible spending accounts. All current plan information is posted at **https://www.co.thurston.wa.us/hr/benefits/index.htm**.

57.   Q: Please list your benefit providers.
      *A: Public Employees Benefit Board (PEBB), Washington Counties Insurance Fund (WCIF)
      through Vimly Benefit Solutions, WA State Department of Retirement Systems (DRS), First
      Choice EAP, Navia Benefit Solutions, Standard Insurance LTD, Mass Mutual Deferred Comp,
      ICMA Deferred Comp, Nationwide Deferred Comp.*

58.   Q: How many Benefit Groups are anticipated?
      A: Unlimited. We currently have 14 separate groups.

59.   Q: How many Enrollment Events will need to be configured (including passive & life)?
      A: We currently have 13 events that allow a change in coverage.

60.   Q: How many Enrollment Rules will you need?
      *A: We currently have eight enrollment possibilities (regular full benefits, regular pro-rated
      benefits, temp no benefits, temp med/den/vis/lif only, temp med/den/vis/lif pro-rated, temp
      retirement only, temp full benefits, temp full pro-rated benefits).*

61.   Q: Do you have any Grandfathered workers? If so, how many plans?
      *A: We have 1 worker grandfathered with coverage that is different than the rest of the workers
      in that group. This worker has medical, dental, vision, life and retirement.*

62.   Q: Do you have Benefit Credits such as Wellness? If so, how many?
      A: No

63.   Q: Do you pay retirees out of payroll?
      A: No

64.   Q: How many Earning & how many Deduction Codes?
      A: Currently we have 160 earning codes and 255 deduction codes.

65.   Q: How many FEINs?
      A: Four

66.   Q: Is everyone on the same pay frequency (bi-weekly, monthly, etc.)? If not, how many do you
      have?
      *A: No. Thurston County employees are paid semi-monthly and our three outside agency
      employees are paid monthly with the potential for a mid-month draw.*

67.   Q: How many Pay Groups?
      A: We currently have 30 pay groups.

68.   Q: Are you outsourcing Taxes, Garnishments, check printing or any other part of your payroll
      process? If so, to whom?
      A: No

69. Q: If processing in house, how many employees have garnishments?
     A: Currently there are 30.

70. Q: How many time entry codes (hours worked, meetings, etc.) do you want configured?
     A: The expectation is that this is unlimited. Currently we have 160 different earning codes.

71. Q: How many calculations and validations do you want configured?
     A: Currently we have 255 unique deductions.

72. Q: With the implementation of a new ERP, will any of your employees use outside time clocks that will need to feed into the system for Payroll?
     A: Potentially for one or two groups.

73. Q: How many accruing time off plans do you need configured?
     A: Currently we have 47.

74. Q: How many non-accruing time off plans do you need configured?
     A: Currently we have 20.

75. Q: How many Leave Types do you have?
     A: We currently have 16 different leave categories.

76. Q: How many review types (PIP, performance review, disciplinary, development, etc.) will you want configured?
     A: We currently do not track this information in any software system, so this will be new to our organization.

77. Q: Do you currently use goals and competencies? If so, how many?
     A: No.

78. Q: Do you collect feedback on your employees?
     A: No.

79. Q: Do you perform review calibrations?
     A: No.

80. Q: Do you plan to do a talent review annually?
     A: Possibly in the future.

81. Q: Will you assess potential?
     A: Possibly in the future.

82. Q: How many nBox's do you utilize?
     A: None

83. Q: How many succession plans?

A: We are in the process of developing our succession plan policy/procedures.

84. Q: How many learning programs/campaigns (learning plans) do you need?
    A: Unknown at this time

85. Q: How many learning instructors will need to be loaded?
    A: 60

86. Q: How many course templates (ILT courses) will be needed?
    A: 85

87. Q: How many course offerings (blended courses) will be included?
    A: 185

88. Q: How many records of historical learner completion records or data will you want loaded?
    A: Approximately 11,000 records (3 years historical data)

89. Q: Please explain your data conversion strategy.
    A: See Attachment 7: Data Conversions and Section B.4. The County expects to participate in the data conversion process along with the proposer.

90. Q: How many internal, dedicated change management, communications and training resources will be provided for the Workday implementation?
    A: The County is open to the recommendation of the proposer.

91. Q: Briefly describe your organization's culture and estimated level of resistance to change/adoption of technology.
    A: The County has engaged in project readiness activities and looks forward to the implementation.

92. Q: Have you engaged end-users in a Change Champion network previously? Was it successful?
    A: The County has engaged in project readiness activities and looks forward to the implementation.

93. Q: Will development of training materials (job aids, Captivate simulation videos, PPTs, etc.) be created internally or by your partner?
    A: See RFP Section B.6.2.

94. Q: Do you have an internal training team that would be leveraged for a Train-the-Trainer approach?
    A: The County is open to the recommendation of the proposer.

95. Q: What are some past projects you've executed and how did they go? What were your pain points?
    A: The County implemented Office 365 for approximately 1200 users in 2014-2015. This was a major technology project that involved switching all county staff from an on-premise non-

Microsoft email system to a cloud-based system. The project took one year and utilized a third party implementor and county staff. Some of the pain points included: training issues for users, conversion issues of calendars, and change management/acceptance for users. Each of these issues were addressed and the project was successful in the end.

96. Q: Have you conducted any stakeholder or readiness assessments related to this initiative? If so, what were the results?

    A: The County has worked with GFOA on project readiness activities including but not limited to business process mapping (as-is and future state), policy review, and staff training.

97. Q: What are the big changes/outcomes you expect from your implementation? How will the day-to-day experience of employees, managers, and HR change as a result of your implementation?
    A: See Section A2 to A4. The County wants to leverage leading technology to improve business processes and employee experience.

98. Q: How many total Recruiters do you have? Are they geographically centralized or dispersed?
    A: Recruitment activities are decentralized.

99. Q: To what extent do your recruiting processes vary/differ between different business units, locations, etc.?
    A: Recruitment posting are centralized and processed through HR. Subsequent activities related to screening, selection and interviews are handled at the office/department level.

100. Q: Do you intend to use Peer Learning/User-Generated Content functionality in Workday Learning?
    A: Unknown at this time

101. Q: If known, how many individuals will be using the new system as Learning Administrators (people who actively manage content, assignments, registrations, etc. as part of their day-to-day work)?
    A: Up to 25.

102. Q: Which processes do you want to address – annual planning, forecasting, reporting?
    A: The County is open to the recommendation of the proposer.

103. Q: Please describe your planning use cases.
    A: Please refer to the posted Budget_Asis_Thurston_edited.pdf and BUDGET_FUTURE_edited.pdf documents for current and future state budget processes.

104. Q: What tool(s) do you currently use to support your planning processes?
    A: Questica and Excel

105. Q: Please describe how many models you have to support your current planning process.
    A: Unclear of the question; The County provides a ten-year plan to the Board of County Commissioners (BoCC).

106. Q: Describe your current Workforce Planning process in detail.
     A: *Please refer to the posted Budget_Asis_Thurston_edited.pdf and BUDGET_FUTURE_edited.pdf documents for current and future state budget processes.*

107. Q: List the details of the type personnel that you plan (e.g. shift workers, unions, contingent workforce).
     A: *Elected Officials, At-Will, Management, union, seasonal, hourly.*

108. Q: What compensation elements are being planned? (Salary, benefits, travel expense, taxes, etc.)
     A: *Six (6) – Salary adjustments, cost-of-living adjustments, market study adjustments, benefits, travel expenses, payroll taxes.*

109. Q: Describe the dimensions including the level of detail you typically plan or budget?
     A: *By Organization and Object Code; We are open to recommendations of the proposer.*

110. Q: What Account Types are budgeted? (Expense, Revenue, Balance Sheet)
     A: *By all the listed types*

111. Q: When does your planning process typically begin?
     A: *Not sure of the context of the question*

112. Q: Is your process centrally managed or distributed?
     A: *Not sure of the context of the question*

113. Q: Approximately how many people actively participate in each of your planning processes?
     A: *Not sure of the context of the question*

114. Q: Is there data outside of Workday that will need to feed the planning process? If so, please describe?
     A: *The County is open to the recommendation of the proposer.*

115. Q: How many currencies are being planned? If multiple, please list.
     A: *One. USD*

116. Q: How many versions of the Annual Plan/Budget are typically created during your Planning cycle?
     A: *We currently have three formal budgets, multiple trial budgets and quarterly financial plans.*

117. Q: If you are an organization that is project driven, do you have project specific budgeting and forecasting needs?
     A: *Yes*

118. Q: Please supply the following Financial volumes and information?
   a. The number of Ledger Accounts
   b. bother number of Legal Entities and/or Business Units

c. cite number of departments (cost centers)
d. The number of divisions
e. The number of journals added per month
f. other number of vendors (suppliers)
g. other number of vendor (supplier) contracts
h. other number of purchase orders created per month
i. The number of vendor (supplier) invoices created per month
j. Do you have capital projects? If yes, please describe process you follow to create a capital project.
     I.   Are there any asset integrations?
     II.   The total number of Projects and the average amount added per year
     III.   Are projects tracked at a granular level (Phases, tasks)?
k. the number of customers
l. The number of current and active customer contracts
m. The total number of current and active Grants
n. other volume of Grants established per year
o. oath number of current and active funds
p. The number of current and active programs
q. the number of banks (financial institutions)
r. The number of bank accounts per financial institution
s. site number of business assets
t. thaw are business assets depreciated?
u. udo you track assets by employee, location, etc.?

A:
   a. *The county has 69,000 individual accounts in all of its funds. This includes all active, inactive, and closed accounts in all active and closed funds.*
   b. *The county is one legal entity*
   c. *26*
   d. *The county is formally segregated by departments, not divisions*
   e. *Approximately 2,000 per month*
   f. *See RFP*
   g. *The county's management over contracts is decentralized and is the responsibility of each department. A contract module is in scope for this ERP and we expect this module to have capacity for an unlimited number of contracts.*
   h. *See RFP*
   i. *See RFP*
   j. *Yes. Projects are first identified by managers or staff. They work with accounting staff to determine budget. Once identified, project numbers are assigned, and budget requests are made accordingly. The process also depends on how big the project is. If it is a very large capital project that will span several years, a Capital Projects Fund will be created by resolution. If it is a smaller Capital Project, then the expenditures/expenses will be tracked by a new Project code set up in our chart of accounts. Additionally, some departments, Public Works for example, uses its own Project software. Each project is set up in their system, WINCams, and manually reconciled to the county's official software of record.*
      i. *No.*
      ii. *Per the county's Capital Improvement Project Plan for 2019, there are 81 separate Projects identified for a grand total of $31.7 million.*

   iii. *Projects are tracked by the county's current financial software of record at the Project level. Within the departments, some Projects are tracked at the task level.*

 k. *The county needs more information to answer this question*

 l. *The county's management over contracts is decentralized and is the responsibility of each department. A contract module is in scope for this ERP and we expect this module to have capacity for an unlimited number of contracts.*

 m. *At the end of 2018, the county had 121 current and active grants*

 n. *The county is assuming the question "nether volume of Grants established per year" is asking for the dollar amount of grants per year. In that case, for 2018 it was $10.9 million.*

 o. *There are 83 current and active "county" funds and an additional 183 current and active "agency" funds.*

 p. *There are 1,142 current and active programs.*

 q. *The county uses one main financial institution for its banking activity.*

 r. *The county has a total of 26 bank accounts with Key Bank, its main financial institution. These include the main account, the electronic payment accounts and the warrant accounts. All of these other accounts funnel back to the main bank account.*

 s. *The county has 2,223 active assets*

 t. *Assets are depreciated by the straight line method*

 u. *Assets are tracked mainly by location, department, and custodian*

119. Q: Are you using procurement cards? If so, please explain the process.

A: Yes. We use the One Card (US Bank, WA State/NASPRO contract). We have approximately 100 department issued cards and 60 individual issued cards. We have over $2 million in spend and approximately $40K in rebates this year. We have one Credit Card Administrator and 3 back-up Administrators. Each office/department has one or more custodians that keep department issued cards in safe keeping and check out card.

Our new process that we are currently moving to is as follows:

- *Each card holder and office/department are responsible for their cards. They follow credit card and purchasing policy*
- *Charges will show on the general ledger the day after the charge posts on credit card website*
- *Credit card Administrator imports daily into the financial system, the last working day's charges from the bank website. Each charge comes up as a separate transaction in financial system*
- *The office/department makes changes on the import*
  - ➤ *Changes account coding (org and object) on the import and enters description*
  - ➤ *Attaches receipt and supporting documents to each import*
  - ➤ *Releases each import to initiate on line approvals from authorizing agent within their office/department*
  - ➤ *Once approved, accounts payable audits import and processes payment to bank by electronic payment (once or more a month)*
  - ➤ *For disputed or invoices without a receipt, we us a liability account to assure all invoices are paid for the month to avoid late charges*

120. Q: Are you using Travel/Expense cards? If so, please explain the process.

A: We use the One Card (US Bank, WA State/NASPRO contract) which is an all-in-one card. We have a back-up One Card that we use only for travel. This travel dedicated card replaced advanced travel.

121. Q: How do you currently track their gifts/investments (if any)?

> A: **A: *Not sure of the context of the question***

122. Q: Do you have a centralized A/P structure?
    A: *Yes*

123. Q: Do you have a centralized A/R structure?
    A: *No*

124. Q: Do you have multiple systems of record for finance (I.e., sub systems and/or access databases/additional accounting entries that are not in your current environment)? If so, how many and what types?
    A: *The county's current financial software, MUNIS, is the official financial system of record. Additionally, the county uses several other software products to track various departmental and organization-wide activities. See Attachment 10 of RFP for a list of these systems.*

125. Q: Which accounting dimensions do you use to balance your financial reporting (i.e., Fund/Grant/etc.)?
    A: *By Fund*

126. Q: What types of reporting or analytics are you unable to generate today, using your current systems?
    A: *The county is seeking an ERP solution with a robust, flexible, and comprehensive reporting and analytics feature. Among other areas, we are eager to see the proposed solutions that the various ERP vendors have to offer. Additionally, the county's desired reporting and analytic capabilities have been identified in Attachment 6 to the RFP.*

127. Q: Under current processes, how long does it take you to close a period?
    A: *The county does not close periods (months). The county's current financial software automatically "closes" each individual transaction to a history table once it is posted.*

128. Q: Under current processes, how long does it take you to close a year?
    A: *Approximately 5 hours*

129. Q: What is the estimated volume of A/R and A/P carryover to the next year?
    A: *In 2018 the county's funds had an A/R balance of $27.3 million and an A/P balance of $11.2 million at year-end.*

130. Q: Have you defined your Vision, Guiding Principles, Objectives, Value Statements, and Success Metrics?
    A: *This project directly supports the County Strategic plan including Mission, Vision and Values which is located at:*
    https://www.thurstoncountywa.gov/tchome/tchomedocuments/ThurstonCountyStrategicPlan.pdf

131. Q: Have you defined your Governance Structure including roles and responsibilities, decision making authority, and escalation paths?
    A: *Yes, this project has an established charter that outlines roles and responsibilities of various parties.*

132. Q: Do you intend to change your Service Delivery Model as a result of your implementation? If so, have you defined that future-state Service Delivery Model?
A: Yes. The County is currently working to document AS-IS and FUTURE STATE for financial and HR related business processes.

133. Q: Do you have a well-defined job catalog including job structures and job descriptions?
A: Yes

134. Q: Is your job catalog consistent across your talent management programs including Recruiting, Compensation, Performance Management, Succession Planning, and Learning and Development?
A: Yes

135. Q: Do you plan for your annual headcount? Do you need to be able to report on approved but unfilled positions?
A: Yes

136. Q: Do your Employees and Managers currently use Self-Service? Do you intend to keep the same level of self-service with Workday or do you intend to expand it?
A: There is very limited self-service for Eden and the expectation is that we will expand this feature for our users for the system chosen.

137. Q: Do you know where all your legacy data is stored, and do you have a plan for extracting it and validating it for your data conversions?
A: Yes

138. Q: Do you have a strategy for sharing information to downstream internal and external systems?
A: See Attachment 10.

139. Q: Do you currently have systems in place that manage the sharing of information between internal systems?
A: See Attachment 10.

140. Q: Have you defined the future of reporting for your organization? Do you know which of your reports are mandatory/regulatory versus required to manage employees or required to do business? Do you know what reports or analytics your leaders would like out of the new system?
A: Mandatory/regulatory reports: Yes, we know the reports and requirements.

Business related reports: Information/data has been identified. Some information is being captured through shadow systems/databases that we would like to eliminate with the new ERP system.

141. Q: Have you identified the challenges and gaps with your current processes? Have you documented all the touchpoints to processes outside of the system of record such as integrations,

reports, or interpersonal communication?
A: Yes, we have identified/mapped our current (as-is) business practices and we have process improvement teams working on future state maps.

142. Q: Please list any integrations that will be required to/from Workday:
Common integrations: background checks, job posting site or aggregator, assessment vendors, electronic signatures; medical/vision/dental, Retirement Saving, ACH, GL, SSO, etc.
A: Some integrations that may be required for the system selected are:
Vimly Benefit Solutions (dental, vision, life, voluntary plans). WA State Department of Retirement Systems. Navia Benefit Solutions (FSA). ICMA, Nationwide, Mass Mutual (Deferred Comp). Standard Insurance (LTD). We may also need integrations with WinCAMS and InTime for time entry.

143. Q: Will you be utilizing any third-party vendor such as ADP for W2 and tax processing?
A; No

144. Q: What external vendors do you plan to use for job posting and background screening for new hires?
A: Job posting: professional organizations; social media; career boards, etc.
Background screening: none.

145. Q: Will Workday system be a single source of truth for your vendors and supplier? If not, please provide number of systems you plan to integrate Workday with for vendors and suppliers.
A: The County is open to the recommendation of the proposer.

146. Q: For any Journal transactions coming into Workday, please provide a number external and internal systems Workday will be integrated with.
A: The County is open to the recommendation of the proposer.

147. Q: For any invoices and payments coming into Workday, please provide a number external and internal systems Workday will be integrated with.
A: Further discussion required. Depends on recommendations of the proposer.

148. Q: Are there requirements that need to be met at the City, County or State level?
Are there requirements that need to be met with regards to Data Analytics and/or Business Intelligence?
A: Yes

149. Q: Tyler Munis has total users of 287, but there is a statement regarding users who book time of 800 within Eden. Should we prepare for a user community of 800 or is the 287 a good number? Additionally, what are the differences in those users?
A: 800 employees use the Eden web interface for capturing timesheet data while 500 use other systems to interface to Eden and/or enter time directly into Eden. It would be good to plan for 300 users of the integrated system who will be processing transactional data as well as performing analysis and running reports and approximately 1300 additional users to utilize self-

service to capture time

150. Q: Are there dates that we need to be cognizant of where the 3rd party systems will be sunset?
     A: None

151. Q: Is there a requirement for total amount of years to keep per the County requirements for Historical data?
     A: Payroll records (compensation, hours, eligibility of position) must be kept for up to 100 years per WA State's pension retention requirements.

152. Q: What is meant by the statement: Achieve the County's goal of maintaining work/life balance for staff involved in implementation. Is there a need to keep the County's time to a set number during the life of the engagement, i.e. Will not exceed 40 hours per week?
     A: The County would like to see the schedules that are proposed by each vendor and is willing to work with the selected vendor on a mutually agreed and reasonable timeline.

153. Q: What is meant by the statement "oversee third party firms"?

     A: The County expects that the primary implementation partner manages and oversees any third-party products proposed.