

Salem State University
RFI 2017-02 General Ledger System for Dept. of Finance and Business
Addendum I
Date: September 30, 2016

1. Overview

This addendum consists of questions that have been submitted to Salem State University before the Pre-Submittal Conference Call.

2. Questions

- **Q: Has funding been allocated and if so, from where?**
 - o **A:** Funding for this project has not been released at this time. The purpose of this RFI is so the university can gather information on the scope of such a project so an accurate estimate can be ascertained prior to a formal request for funding.
- **Q: Does SSU have an estimated cost, or desired not to exceed contract amount in mind for this and if so, how much?**
 - o **A:** The purpose of this RFI is so the university can gather information on the scope of such a project so an accurate estimate can be ascertained prior to a formal request for funding.
- **Q: Who is/will be the project manager?**
 - o **A:** The PM for this project will be the Senior Director for Continuous Improvement – Finance in conjunction with a representative from ITS.
- **Q: Does SSU anticipate procuring any services related to the effort? For example: IV&V, QA, Staff augmentation, integration, solicitation prep, etc. If so, what, when and how?**
 - o **A:** It not currently anticipated that the University will require additional services outside of our staff for independent verification and validation, quality assurance, staff augmentation, application integration, or solicitation preparation at this time.
- **Q: What systems or solutions will the General Ledger System need to integrate or interface with? What vendor(s) provide the solutions?**
 - o **A:** A potential new GL System would need to interface or provide an integration process with:
 1. **GL Interface** – Process is run on the student system and pushes data to the finance system using PS Integration Broker to record transactions that occur in student system (Charges, Payments, FinAid, Refunds, Reversals, etc...)

2. **GL Interface/Journal Update** – Process is run on the Finance system and pushes the journal ID back to the student system for a complete audit trail, uses PS Integration Broker
3. **Chartfield interface** – Sends chartfield data from the Finance system to the Student system so that Item type setup validates the chartfield values to assist with avoiding bad data entry in student system, uses PS Integration Broker
4. **Student Refund Interface** – File is generated from the student system and loaded into the finance system, creating vendor data if necessary, updating vendor data if necessary and creating vouchers to be printed as paper checks
5. **JP Morgan Procard** – Upload into journal header and journal line tables and then posted to the ledger
6. **Payroll data** – Summarized payroll data is uploaded into journal header and journal line tables and then posted to the ledger (this may not be currently used)
7. **Positive pay** – Import from a bank file to validate which checks have been cashed and which ones are outstanding
8. **Onbase autofill export** – Export three autofill text files to be used in Onbase for indexing documents, Vouchers, Vendors and Purchase Orders
9. **TouchNet Marketplace** – Posts daily receipts collected through TouchNet marketplace to a staging table, which is then converted into journal header and journal lines and posted to the ledger (currently the only marketplace receipts are undergrad and grad application fees), uses PS Component Interface
10. **Active Directory Integration** – Validates username and password against Salem State Active Directory/LDAP
11. **Blackboard Analytics extract** – SQL server integration services connects to underlying Oracle database and extracts core financial data tables and loads into SQL server data warehouse
12. **Budget upload** – Excel file imported into the PeopleSoft commitment control tables

- **Q: Was a third-party consulting/advisory involved in developing this RFI. And if so, who?**
 - o **A:** No third-party consulting or advisory services were involved in developing this RFI.

- **Q: Whether companies from Outside USA can apply for this? (Like, from India or Canada)**
 - **A:** You may apply.
- **Q: Whether we need to come over there for meetings?**
 - **A:** You need to be here for some meetings.
- **Q: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)**
 - **A:** You can perform some tasks outside of the USA.
- **Q: Can we submit the proposals via email?**
 - **A:** Yes.