HO-CHUNK NATION

DEPARTMENT OF THE TREASURY

PROCUREMENT DIVISION

March 5, 2018

ADDENDUM #3

RFP # 1000-Infor Lawson Software Implementation

Additions and Clarifications to Proposal

Questions and Answers

1 XM application suite contains 4 modules. (i) Expense Reports - ER (Ii) Payment/Check Request – PR (iii) Travel Plan – TP (iv) Time Sheets – TS. Please confirm the modules that have been licensed.   We believe it is Expense Reports and Travel plan only.

A – Information is not available at this time.

2 XM application is available in Cloud/SaaS deployment model and also available for On-premises deployment. Please confirm which deployment method is preferred. We believe it is an on-premise deployment that has been licensed.

A – On Premise.

3 Please confirm the XM reporting module that was licensed. We believe it is Business Objects Pack for Expense Management and Expense Management Universe and Reports for Business Objects.

A – Business Objects Pack for Expense Management.

4 What are the backend financial and HR systems being used by customer/prospect, which are going to be integrated with XM?

A – Harris AS400

5 Number of users / travelers expected to use the system?

A – 3500/not available at this time

6 What is the document throughput (# of documents on annual basis) expected from the system?

A – Information is not available at this time.

7 Are users Multi Location based?

A - Yes

8 If multi-location, is the deployment going to be a multiple phased deployment?

A - No

9 XM implementations follow two different approaches.

> **(a) Standard Enterprise Deployment:** In this approach entire configuration and associated tweaks/adjustments/fixes are done by the Services team. This is the model which follows 5 step Infor Deployment Methodology.

> **(b) Fast Start Deployment:** In this approach, the Services team installs the application and loads standard/starter datasets into application. Then the Services team trains customer on the application. Afterwards using the training and KT imparted by the Services team, customer handles configuration work by themselves. Work to be handled by customer involves setting up expense types, fields for expense types, business rules etc. The Services team provides training for all of these items, and some consulting hours are allocated to support the customer. Because of this Services effort and cost will be somewhat lower.

> **Which of the two above approaches would be preferred?**

A – Fast Start Deployment

10 What is the number of collective bargaining agreements or employee contracts?

A – There is none.

11 Please provide the Infor software version and patch/release level for each licensed product. Also please provide the hardware O/S and database versions along with any other technical software installed on the servers.

A – Version 10, confirmation will be provided to successful vendor.

12 Please provide a status of the MHC portion of the project.

A – MHC server software installed, configured, need end-user training, and client deployments.

13 Please confirm the status of the MHC interfaces listed on the RICE document provided.

A – Was being implemented, not completed.

14 Confirm Employee and Manager Self-Service is within GHR

A – Not configured in GHR.

15 In 1.4 Project Activity is listed as "Configured, no testing performed" and Grant Management is listed as "Not started". In section 1.6 Grants Management is listed as "Configured to existing G/L; vendor may need to re-configure to a consolidated general ledger and implement Project Activity Accounting to capture certain detailed financial information." Please clarify.

A- Grants are currently configured in Infor using activity function/field.

16 What MHC products need to connect to GHR or payroll?

A – Information is not available at this time.

17 If a phased implementation is proposed, does the Nation have a preference and timeline for the sequencing?

A – At discretion of project manager.

18 Section 5.7 refers to the Nation's project manager. Is this be a fulltime position? If not, how many hours per week will be allotted to project management work? Is the project manager PMP certified?

A – Full Time.

19 Confirm Position Budgeting is to be implemented along with Jobs and Positions. Budgeting is a unique module within GHR and not necessarily part of Position Structure.

A – We are using the budgeting module/features.

20 Please confirm The Nation's intent is to implement Absence Management within GHR.

A – Discuss with successful vendor.

21 Will all employees use Workforce Management for time entry? If not, what other means will be used?

A – Yes

22 How many legal entities (EINs) will be part of this implementation? Do all legal entities run on the same fiscal years?

A – One. Yes.

23 Is the Chart of Accounts standardized across entities?

A – Generally yes, some detail are entity specific.

24 Is there a need for consolidations?

A – Yes

25 Are Accounts Payable functions decentralized (i.e. are there multiple Accounts Payable departments operating autonomously)?

A – Generally decentralized, casinos have A/P staff which creates vouchers and treasury reviews and processes all vouchers that are incoming. Government side currently has treasury fulfilling A/P function.

26 Is the Vendor Master shared/consolidated across all entities?   If not, how many current Vendor Files exist?

A – Information not available at this time.

27 Can the Nation provide the volume of grants that will need to be tracked in Infor Lawson by type and funding level?

A – We had a 5 level structure developed when Wayne was here. Close to 200 programs / projects open at any given time. Receive funds from Federal, State and private sources as listed on the SEFA (Schedule of Expenditures for Federal Awards) as part of the Single Audit.

28 For Grants will the Nation be using Time and Effort Reporting and what is your effort certification process? What is your pre-award system – if any?

A – The Nation has a Time and Effort Policy for the employees to document and certify their time every 6 months. Any split programming / time is done as a payroll line item change. So at this time I would say no to using any Time and Effort reporting within Lawson.

The Nation really does not have a pre-award system or process. Each department / grant writer follows the needs of the department and receives authority to apply for outside funds. Treasury receives notice and electronic copies of the application packet to match with the award letter and term and conditions.

29 Is grant billing historical data considered clean and accurate?

A – Yes

30 How many total Assets and Reporting Books will be implemented in Asset Management?

A – 20+, each casino has their own and each governmental department has their own.

31 Which features of Infor Expense Management (XM), if any, are anticipated to be rolled out in the first phase of this project?

A – Will be discussed with successful vendor.

32 How many purchase orders are created per month?

A – Information is not available at this time.

33 How many requisitions are processed per month?

A – Information is not available at this time.

34 How many individuals (requesters) will be granted access to submit requisitions for goods and services via the requisition self-service function?

A – 100+

35 Are there any inventory locations/warehouses that will require use of Infor Lawson Inventory Tracking?

A – Potentially

36 Is there a need to manage Par Locations with handheld devices (via Mobile Supply Chain Management (MSCM))?

A – Potentially

37 With respect to Infor's Punchout capabilities, what vendors are you interested in punching out to?

A – Information not available at this time, discuss with successful vendor.

38 What type of bid's are currently processed (i.e. Request for Information (RFI), Request for Proposal (RFP), etc.)? How many bid events are processed annually?

A – IFB (Invitation to Bid); RFP (Request for Proposal); RFQ (Request for Qualifications); Informal Quotes

This amount is variable.

39 Do you require a supplier portal to post bids?

A – Yes on occasion.

40 How many Tax IDs currently exist and are all Related Reporting Entities?

A – One Tax ID.

41 Will existing Human Resources setup/structure be maintained, or are you looking for process improvement as part of this new system implementation?

A – Remain the Same.

42 Can you provide the reporting relationship for your organizational Departments/Process Levels, etc?

A – Yes, already provided previously.

43 Can you provide the reporting relationships for your managers?

A – Yes, to successful vendor.

44 Has your design developed both jobs and positions? Are they setup as 1:1 or 1:Many?

A – Set up is 1:1

45 Do you have any worker's that reside outside the United States?

A - No

46 Are Payroll Functions decentralized (i.e. are there multiple Payroll departments operating autonomously)?

A – Time keeping done at casino/department level, payroll processing done at treasury. "Centralized"

47 Does Ho-Chunk wish to track non-W2 (i.e. contract or volunteer) resources in the system?   If so, what is the estimated number of non-W2 resources?

A – Discuss with successful vendor.

48 How many pay frequencies are there (Biweekly/Semi & Monthly, etc.)?

A - Weekly

49 Are Benefit Plans standardized across entities?   Approximate numbers of each?

A – No, Plans include Tribal, Non-Tribal, Ho-Chunk Elder with Dependents.

50 Are there any unions and if so, how many collective bargaining agreements are in scope?

A - No

51 How many accrual policies (governing accrual rates) are in scope?

A – Discuss with successful vendor.

52 Do you need to track labor metrics such as jobs/positions, cost centers, departments in Workforce Management?

A - Yes

53 Can you further describe security access control?

A – This information will be provided to successful vendor.

54 Can you please explain the dual rates setup specified in Workforce Management business needs?

A – A dual position is an "as need basis" where an employee may fill in a different position other than their own. Payroll calculates dual rates. HR enters as miscellaneous data.

55 If Workforce Management is the system of record for accrual balance, why does it need to send the balance to S3? Is this to allow printing of available balances in the pay stubs?

A – Yes, will discuss options with successful vendor.

56 Are there other Workforce Management modules in scope other than time and attendance and accruals, such as Attendance Management, Multi-View Scheduling, Shift Trading, etc?

A – Yes, Attendance Management, Multi-View Scheduling, Shift Trading.

57 Can you provide the expanded RICE matrix with all 177 rows available?

A – Will be discussed with successful vendor.

58 Can you confirm that the total number of Infor Lawson environments is two - one production and one test?

A – Yes, Prod and Test are setup and running.

59 What is the Nation's strategy for disaster recovery / failover / high availability of Infor Lawson?

A – Currently VMWare Image backups with backup replication to DR sites.

60 How many Active Directory domains are in use? Does the Nation have Active Directory Federation Services (ADFS) in use?

A- One Domain, ADFS is installed and configured for use with Lawson.

61 Is there an Enterprise Content Management/Imaging System in place or being deployed in conjunction with this effort?

A – Imaging through MHC.

62 Does Ho-Chunk have a preferred interface engine?

A - Information not available at this time.

63 What, if any plans, are there for accessing the system outside of the firewall for Vendor and Employee self-service?

A – Information will be provided to successful vendor.

64 Will Ho-Chunk need to enforce data level security? E.g. restricting users to inquire and/or update within a particular company or process level?

A – Yes

65 Will someone in your organization have a central/dedicated Security Administrator, or is management of the security configuration decentralized?

A - Information will be provided to successful vendor.

66 Are they Implementing Cloud Suite FSM?

       a. On Premise / Single Tenant / Multi Tenant?
       b. If they are not Cloud Suite FSM, What version of Infor are they implementing?

A – On Premise Only.

67 Is a 'Big Bang' Implementation proposed or a phased implementation?

A – At discretion of project manager.

68 They are using P-Card Self Service: How many P-Cards do they envision using?

      c.   Has a Credit Card Vendor been Chosen?

A – Yes a vendor has been chosen and in total 300+.

69 Who will the initial Vendors be Punch Out?

      d.   Are they on the List of pre-configured Infor Punch Out Vendors
      e.   If the vendors are not on the Pre-configured list of Infor Vendors are the Vendors able to handle cXML transactions?

A – Information will be provided to successful vendor.

70 Strategic Sourcing:

      f.   They will be using Vendor Self Service (Portal) with Strategic Sourcing? Invoicing?
          i.   What other transactions do they envision Vendors performing thru Vendor Self Service?
      g.   Once an event has been awarded in Strategic Sourcing, where will the awarded contract be stored? How do they envision tracking spend to awarded contracts?
      h.   Are they using Contract Management?

A – Vendor registration

A – Discussion held with successful vendor.

A - Discussion held with successful vendor.

71 Will the Project Managers enter requisitions for procurement to their projects?

      i.   Will the requisitions require approval by any other authorities?
      j.   Capital purchasing will integrate with Project Activity Accounting?
      k.   How are they tracking maintenance costs to Assets?

A – Yes

A – Yes

A – Discussion held with successful vendor.

72 Track spend to Grants?

       l.   Integrate to Requisitions / Purchase Orders / Receiving?

      m. Budget checking and requisition HOLD for exceeding Grant?

A - Yes

A – Yes

73 Will the storage of invoices and other documents be in Infor Document Management? Or another Document Management System?

A – MHC

74 Is there any inventory to consider?

      n.   How Many Inventory locations

      o.   What types of items are there in inventory?

           i. Do the items have any special storage considerations? (Refrigerated?, Secured Storage areas? Etc…?

A – 100+

A – Hospitality items, IT related, gaming supplies, fixed assets, yes special storage considerations.

75 Do they belong to any Group Purchasing Organizations?

      p.   How do you track or insure that contracted pricing matches the purchase order and the invoice?

A – Yes, US Communities and National IPA

76 Will an invoice approval process flow be required?

      q.   Is there a Policy and Procedure describing how this flow will work?

      r.   Will Capital requisitions require a different Approval work flow?

A – Yes, being developed.

A – Generally no, some exceptions in documents uploaded.

77 Will certain items purchased require an inspection prior to approving the invoice for payment?

A – Yes

78 Will invoices for Services rendered require approval before payment?

A – Yes

79 How many buyers do they have?

> Assume the buyers for the Casino are at each of the Casinos? (Decentralized Purchasing)
> Assume the buyers for the Government Office are centralized in one location?

A – Minimum of two at each casino.

A – Two

80 Does the 2 years of Purchasing History have to be:

> Converted?
> Retained?

A – Both, further discussion with successful vendor.

81 What does the current Received Not Invoiced Account look Like?

A – Information will be provided to successful vendor.

82 What does the current Invoiced Not Received Account look Like?

A – Information will be provided to successful vendor.

83 Who will be responsible for:

> Data integrity?
> loading data into the system?

A – Combination of vendor and accounting staff.

A – Combination of vendor, accounting staff, IT, and systems administrator.

84 Are any pay practice changes anticipated?
A – No

85 Are employee benefits standardized throughout the organization?
A – No

86 Are any new job, position, employee status, department, location or other historical employee attributes expected to change?
A – Yes

87 Will managers initiate actions via manager space or self-service?
A – Yes

88 Section 1.6.6 refers to dual rates. Are rates tied to positions? Will this be changeable "at the clock" by employees? Please provide some detail.
A – Yes, No, Currently a manual entry.

89 How many employees?
       a.   3,500 (stated in the RFP, but need Ho Chunk to Confirm)

A – 3400-3600 (# increase in the summer)

90 How many Tax identification numbers?
A – One

91 Does Ho Chunk have a centralized HR Department?
A – Yes

92 Does Ho Chunk have a centralized Payroll Department?
A – Yes

93 Is Ho Chunk's operations limited to one state?
A – No

94 How many work locations are there? For example, Black River Falls and Madison would be considered a work location.
A – Approximately 40 facilities throughout Wisconsin.

95 How many employee handbooks are used? For example, different work locations may use different handbooks/policies.
A – One handbook, one employment law (ERA)

96 Will there be an expectation to convert employee history? If so, how many years?
A – Yes, 7 years for paper files which is mandatory, E-copy 7 years.

97 Will Payroll be brought up during the middle of the year or will this be timed for beginning of the year?
A – Discussion with successful vendor.

98 What additional resources are needed to augment or supplement Ho Chunk resources?
A – Robust project and change management.

99 How many performance appraisal practices are in place?
A – One at the end of 90 days from the date of hire and one annually thereafter.

100 Will Transition Management (Onboarding) be included?
A – Discuss with successful vendor.

101 What is the expectation of the phases? For example, will GHR/TA be brought up together, is Ho Chunk looking for recommendations on how the 5-year plan will be implemented?
A – Discuss with successful vendor.

102 Are there any time constraints or major events of which the Vendor needs to be aware. For example, open enrollment, beginning of the performance appraisal period, reporting year requirements?
A – Yes

103 Page 10 states that the GL has been reconfigured to a consolidated General Ledger, but the RAID log states the GL structure and accounts are waiting on a decision to finalize.
   a) What percentage completeness is the Chart of Accounts?
   b) What percentage completeness is the GL structure?
   c) Does the term consolidated ledger mean a single GL company with multiple zones or is the structure multiple GL companies? If multiple companies, has it been decided where/how consolidations will be done?
A – At time of prior vendor exit, chart of accounts was near completion. (95%)

A – At time of prior vendor exit, GL structure was near completion. (95%)

A – Will discuss with successful vendor.

104 Page 10 states GL and AP for Casinos have been configured. Are there configuration documents already prepared for these modules and available for review?
A – Will discuss with successful vendor.

105 Page 17 Conversions:
   a) Will extracts of conversion data from legacy be the responsibility of the client or the proposer?
   b) AP conversions state all active vendors and 3 years of history for active vendors but only 2 years of PO History, will older match type invoices be converted as expense type invoices or will those purchase orders be converted as well?

c) Page 10 states the vendor master was converted on May 1st. Has the converted vendor master been updated with new additions since then, or will another supplemental vendor conversion be needed.

d) Fixed assets state current balances for conversion. What is the volume of assets currently?

A – Both

A – Discuss with successful vendor.

A – No, another conversion will be needed.

A – Discuss with successful vendor.

106 How many active Grants do they have?
A – Around 200.

107 How many new Grants are added each year?
A – Information not available at this time.

108 What is the source of Grants? Federal, state, private, etc.
A – Various sources.

109 Do they have the need to Bill and Recognize Revenue on Grants? Or do they just track balances?
A – Yes, just revenue.

110 I don't see the Billing module listed here. If they do bill via Grants, they might need the Activity Billing and Revenue application.
A – We are pushing to use the Accounts Receivable module. We would not be submitting billing. It would be a draw down.

111 Data conversion – I don't see anything specific to Grants. Is Grant information currently stored within their GL, or is it in a separate system?
A – Stored within General Ledger.

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End of Questions and Answers

All other terms and conditions of the RFP remain the same.

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