

INVOICE TO	SHIP TO
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	DEPARTMENT OF EDUCATION OFFICE OF SCHOOL FINANCE 1900 KANAWHA BLVD E, BLDG 6 RM 650 CHARLESTON WV 25305-0001 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Finance and HR ERP Solution				

Comm Code	Manufacturer	Specification	Model #
43231500			

Extended Description:

Finance and HR ERP Solution

Please see the full list of attached documents for this solicitation.

Online responses are prohibited. Please submit responses according to bid submission instructions.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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	Document Phase	Document Description	Page
EDD260000001	Draft	Finance & HR ERP Solution	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFP EDD260000001
Addendum Number:06

The purpose of this addendum is to modify the solicitation identified as ARFP_EDD260000001 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation: To provide the mandatory pre-bid sign in sheets.

1. To publish and distribute the attached questions and responses.
2. The bid closing date will remain unchanged, and bids must be received prior to December 2, 2025 @ 2:00 PM EST.
3. No other changes

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFP EDD2600000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

ARFP EDD260000001 - Finance & HR ERP Solution

Questions and Responses for Addendum No. 6

1Q.	Does each district run separate payroll processes, or is payroll centralized at the state level?
1R.	Each District is responsible for their own payrolls.
2Q.	Does WVDOE maintain a central payroll team at the state level or is payroll managed at the District level?
2R.	See 1R
3Q.	Are job and position definitions standardized and shared across all districts, or does each district maintain its own unique set of job and position definitions?
3R.	Position Codes are standard; Job Codes are not. It would be a goal to standardize Job Codes.
4Q.	Is there a common Chart of Accounts (COA) across all school districts?
4R.	Please see response to 84Q in Addendum No 4.
5Q.	Are segment values within the Chart of Accounts standardized across all districts e.g. do all school Districts use the same set of Funds, and Natural Accounts?
5R.	Please see response to 84Q in Addendum No 4.
6Q.	Is there a common list of vendors across all districts?
6R.	Please see response to question 75Q in Addendum No. 4.
7Q.	Even if a District does not use vendor ABC in the vendor database, does all Districts have access all vendors listed in the single vendor master?
7R.	There is not a single vendor master. Please see response to question 75Q in Addendum No. 4.
8Q.	Does the State have a central team that manages vendor registration?
8R.	No. This is currently handled by each individual district.
9Q.	Is there a centralized customer (constituent) database across LEAs, MCVCSs, and ESCs? <ul style="list-style-type: none"> o Will customer data management remain centralized going forward?
9R.	The Agency's assumption is that "customer (constituent)" is referring to an entity for which the district is providing a service. Therefore, no, this is currently handled by each individual district. If by "customer (constituent)" the Vendor means "users", there is currently a central place to maintain "users" by state staff. However, user management will be dependent on solution.

10Q.	Do all LEAs, MCVCSs, and ESCs follow standardized business processes, or do some entities have unique processes in specific areas? <ul style="list-style-type: none"> o If unique, please identify the areas of variance.
10R.	Please see response to Question 77Q in Addendum No. 4.
11Q.	What integrations are required with existing systems such as eSchool, Bonfire, and DemandStar ?
11R.	Please see response to questions 85Q and 101Q in Addendum No. 4.
12Q.	Do any LEAs, MCVCSs, or ESCs use additional systems beyond eSchool, Bonfire, and DemandStar ?
12R.	Please see response to questions 85Q and 101Q in Addendum No. 4.
13Q.	Does each LEA, MCVCS, and ESC maintain its own bidding or procurement system, or is there an expectation that these systems will be replaced as part of the new ERP implementation?
13R.	Each LEA, ESC, and MCVCS operate independently utilizing the same programs and database structure. They are all segregated by unique data stores. County boards of education may, if desired, operate their own third-party procurement systems; however, all such systems must comply with the requirements set forth in West Virginia Board of Education Policy 8200. Please see Appendix L Policy 8200 in Addendum No. 4.
14Q.	Is there an existing list of current integrations that should be included in the proposal estimate?
14R.	Please see response to questions 85Q and 101Q in Addendum No. 4.
15Q.	Should we assume a consistent software module footprint and implementation approach across all districts (e.g., Payables, Receivables, HCM, Recruiting), or will there be variations by district?
15R.	Yes, assume consistent unless a district were to purchase any additional optional modules.
16Q.	Which business functions are centralized at the State level versus decentralized at the district level ?
16R.	All business functions occur at the district level with the exception of State Reporting.
17Q.	Does the State manage the overall vendor registration process?
17R.	Please see response to question 8Q above.
18Q.	Does each district handle its own bank reconciliation activities?
18R.	Yes.

19Q.	Are student activity funds (SAF) managed at the State, District, or School level?
19R.	Initially accounted for at the school level, but due to GASB 84 they also must be accounted for in the District's fund statements.
20Q.	Do we need the ability to report Student Activity Funds at the club within this system?
20R.	No. Typically school-level accounting systems operated by Districts summarize financial data into generic categories such as Faculty Senate, Athletics, General, etc....
21Q.	Does each or any District have a 3rd party software for managing Student Activity Fund transactions?
21R.	Yes. All Districts use a third-party software for this purpose.
22Q.	Is procurement currently centralized or decentralized? <ul style="list-style-type: none"> o If a hybrid model exists, please estimate the approximate percentage of spending managed under each approach.
22R.	Please see response to question 99Q in Addendum No. 4.
23Q.	What payroll cycles exist across districts (biweekly, semi-monthly, monthly, etc.)?
23R.	Please see response to question 51Q in Addendum No. 4.
24Q.	How many payroll types exist per district?
24R.	Please see response to question 51Q in Addendum No. 4. There would be instances where Districts would need to run payrolls outside of the normal process.
25Q.	What is the current legacy system used for Recruitment ? <ul style="list-style-type: none"> o Is there a desire to migrate to Oracle HCM?
25R.	Recruitment is not a part of the legacy system.
26Q.	What is the current legacy system used for Performance Management and Learning ? <ul style="list-style-type: none"> o Is there a desire to migrate to Oracle HCM?
26R.	Performance Management is not a part of legacy system.
27Q.	Are school districts restricted from viewing workforce structures (e.g., Job, Location, Department, Positions) belonging to other districts?
27R.	Each district runs in a segregated instance with no visibility of other instances.
28Q.	Does each district use its own recruitment system? <ul style="list-style-type: none"> o If not, is there any cross-sharing of candidate data or recruitment processes across districts?

	<ul style="list-style-type: none"> o Please clarify how centralized or decentralized the recruitment process is.
28R.	Each district performs recruitment. There is a statewide job bank which is independent of the legacy system where all jobs are to be posted. Please see response to question 99Q in Addendum No. 4.
29Q.	Is there a centralized IT team responsible for managing data extractions, integrations, and shared reporting across LEAs, MCVCSs, and ESCs?
29R.	Yes, these are currently handled at the Agency level.
30Q.	<p>Procurement Section How does each district manage vendor communications and registration? For example, how does a new vendor register with a district to do business?</p> <p>Do Districts have a purchasing web page with instructions?</p>
30R.	In the current system, vendors cannot "register" with a district. District staff enter vendors as needed.
31Q.	Payroll Section Pa19 - Does each LEA/ESC/MCVC (entity) have its own unique Payroll Tax Identification Numbers for Federal, State and Local tax depositing and filing? Or do payroll tax ID numbers cross multiple entities and how is this managed?
31R.	Each District has their own unique FEIN number.
32Q.	Payroll PA 19 - Does each LEA/ESC/MCVC (entity) manage its own payroll tax deposits and filings? If not, who is managing this process?
32R.	Yes. Each District manages its own payroll tax deposits and filings.
33Q.	Payroll PA 17e - Does each LEA/ESC/MCVC (entity) manage its own payroll tax deposits and filings? If not, who is managing this process?
33R.	Please see response to question 32Q above.
34Q.	Could you please tell us if any of the LEAs have the option to just implement Financials and not HCM (or vice versa)?
34R.	Not optional.