



CHEFA

CONNECTICUT HEALTH & EDUCATIONAL FACILITIES AUTHORITY

No.	Document Reference	Subject	Question	Response
1	Section 8 Exhibits		Are we required to fill in the forms in Section 8 Exhibits as part of the RFP response or are they required only from the vendors (product and implementation) selected by CHEFA?	If your company proposes a solution to the Authority (responds to this RFP) in an effort to enter into a contract with the Authority, all of the Exhibits in 8 MUST be able to be either executed or adhered to throughout the contract relationship. The documents requiring execution should be returned with your response.
2	General Question	System and Network Requirements	Would you consider Cloud based hosting (Infrastructure as a service) for the proposed application - with data stored in a highly secure data center?	Yes.
3	General Question	On- Premise Consideration	What are the factors for you considering on-premise solutions? Is there sufficient in-house staff currently to support an on-premise solution for maintenance, upgrades, configuration or customization needs?	Some integration needs with other internal data platforms. There is sufficient in-house staff to support an on-premise solution for maintenance and upgrades as long as permission are such that network staff has no access to transactional data. It is anticipated that any configuration or customization needs would be performed by the vendor with administrative access to do so.
4	RFP Introduction Page 2 of 14	Background Information	"The Authority" has three subsidiaries - CHESLA, CSLF & CHEFA CDC. Later on page 4, Section 2, 5th paragraph - "Consideration for the four entities should be made....". Is "Authority" itself a separate entity with its own data or is it more like a "Holding" entity or a Consolidated entity - other three being consolidated into it ?	Each entity is a separate entity with its own business interests, missions, etc. Please refer to the audited financial statements found here: http://www.chefa.com/about/financials CHEFA CDC is newly formed and is anticipated to have its own revenue stream during FY 2021 (7/1-6/30)
5	RFP Section 1 - Project Overview, Page 3 of 14	General Proposal Requirements	Please elaborate on "Compatibility, without substantial reliance on, MS Office tools";	To reduce human intervention or manual manipulation of data to the extent possible or desired within the systems standard reporting and other functions, that the system itself has its own reporting capabilities, etc. To have reporting that is not considerably reliant on Excel or other system functions using Microsoft applications.
6	RFP Section 2 – Project Scope and Current Systems, Page 4 of 13	System Users	How many users do you envision for all the modules? Our understanding is 22; please confirm.	"It is anticipated that there will be three (3) "power" users..." There may be a few additional users for the budget process and/or viewing budget vs actual, dashboards, etc. If workflow is a part of the system where invoices can be entered electronically, passed for approvals and then paid by accounting staff - all 22 employees will need access to the system.
7	RFP Section 2 – Project Scope and Current Systems, Page 5 of 13	Current Software Products and Need for Data Conversion	Financial Reporting: We have downloaded the samples for financials, Audited, Long and Short, Forecast etc. as a reference. Our understanding is that all the financial reporting, forecasts, budgets, bank reconciliation etc. will be generated from the new ERP system. We are not sure which external reports needs to be incorporated into the new ERP. Any clarification on that would be helpful. Thanks.	There are a variety of reports that may combine information from internal data sources with financial data. Some of these reports will most likely be generated from the source of internal data and combined with exported financial data. Others we would prefer to be customized during implementation.
8	RFP Section 2 – Project Scope and Current Systems, Page 5 of 13	Desired Module Data Distribution and Interface	Please clarify on "*Vendor/Customer lists should be pulled from the same set of data."	The Authority is interested in the vendor data for Accounts Payable as it interfaces with each module to be one data set and not a separate data set for each module. However, each entity has its own EIN and records must be able to be split out for each EIN for 1099 reporting.
9	RFP Section 2 – Project Scope and Current Systems, Page 5 of 13	Current Software Products and Need for Data Conversion	Please clarify which data format "Tom Software" can provide the existing data for one-time import in the new system. (CSV, TAB delimited, XML, Json etc.)	CSV and/or TAB delimited.
10	RFP Section 2 – Project Scope and Current Systems	GENERAL QUESTION IN MY OPINION - Fiscal Year	What is the Fiscal Year system followed by Authority and subsidiaries ? Is it aligned to the calendar year or follows another system such as 4-4-5 or one of its variants ?	The Authority (CHEFA) and its subsidiaries have the same fiscal year end. July 1st through June 30th. The Authority does no (retail) sales or manufacturing. http://www.chefa.com/about/financials
11	RFP Section 2 – Project Scope and Current Systems, Page 6 of 13	System and Network Requirements	Virtualized Windows 2016 servers are preferred for the solution. \ Can we propose any other operating system such as Linux which can be also Virtualized?	Yes.
12	RFP Section 2 – Project Scope and Current Systems, Page 6 of 13	System and Network Requirements	Per the RFP document, our understanding is CHEFA intend to use existing MS SQL database instance which is currently hosting your custom application such as Bond/ Investment database. Please confirm if our understanding is correct.	The current custom application for bonds/investments exists on the same TOM Software platform as the current accounting system.
13	RFP Section 2 – Project Scope and Current Systems, Page 6 of 13	System and Network Requirements	Do you intend to leverage same MS SQL database license to host "To-Be" application?	A separate MS SQL database can be provided.
14	RFP Section 2 – Project Scope and Current Systems, Page 6 of 13	System and Network Requirements	Are there any constraints to plan for new MS SQL database server and license for "To-Be" Application?	No.
15	RFP Section 2 – Project Scope and Current Systems, Page 6 of 13	System and Network Requirements	Are you open to consider using Oracle database for "To-Be" application ?	Yes.



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16	RFP Section 2 – Project Scope and Current Systems, Page 6 of 13	System and Network Requirements	Are you open to consider new/additional MS SQL database server and license for exclusively use of "To-Be" system to address compatibility of proposed Accounting & Financial Management application?	Yes.
17	RFP Section 4 - Vendor Instructions, Pages 7-8 of 13	Supplemental Documents	Can we add supplemental documents along with the RFP Word?	The response should adhere to the format outlined in the RFP and specifically Appendix D by completing the columns - rating and how is requirement accomplished. In order for the Authority team to perform a thorough and fair comparative analysis of the proposed system, the response should substantially minimize supplemental documents.
18	Appendix D - Vendor and System Requirements	Currency	Will there be any multi-currency transactions and reporting in the current system?	U.S. Dollars only.
19	Appendix D - Vendor and System Requirements, Page 21	Section 1. Requirements for all Modules, Auditing Capabilities #17	What are the important transitions and details such as change of payee number, amount etc. that are required to be tracked and audited in the Future state ERP system? Auditing the entire data base table for the suggested application will have a negative impacts on the performance.	Primarily transaction-based changes (e.g. entry, post, approval) and vendor changes. Clarification: This is not a "state" ERP system and will not be integrated with the State of Connecticut in any fashion.
20	Appendix D - Vendor and System Requirements, Page 21	Section 1. Requirements for all Modules, Accounting Principles #16	What is multi-step batch processing in every module including security?	Batch Processing Example: Currently, in the general ledger the steps include: open a new batch, create journal entries, view the batch (for review and/or approval), post (included auto print). In A/P and A/R the steps include: open a new batch, enter invoices, view the batch (for review and/or approval), print report, post. Security Example: Security would be required at the view/review level in some cases, in particular when printing checks. Before checks can be printed the batch must be approved by another person. The system must have granular levels of security to mimic our business process.
21	Appendix D - Vendor and System Requirements, Page 24	Section 2. Budget Preparation/Integration, Consolidated Budgeting #1 - Ability to generate an annual budget within the system (not as an import).	Please explain the various paraments and calculations used in the current Budgeting process.	Budgeting is currently done in Excel and does require the ability to spread the budget across the year using various methods - monthly, quarterly, seasonal, etc. for revenues and budgeted expenses.
22	Appendix D - Vendor and System Requirements, Page 24	Section 2. Budget Preparation/Integration, Consolidated Budgeting #8 [SOW]	Please elaborate the below requirements - Ability to compute "what if" scenarios using actual budget data or adjusted budget data compared to actual expenditure data or adjusted expenditure data in any combination	The ability to take a budget and increase it by a percentage. At a broad "across the board" level or a specific category level for certain line items, such as Health Insurance and Benefits, or Salaries, etc.
23	Appendix D - Vendor and System Requirements, Page 25	Section 2. Budget Preparation/Integration, Consolidated Budgeting #26 - Ability to produce human resource position budgets with granularity and access permission security	Please clarify the paraments and calculations currently used for HR position budget.	Budgeting is currently done in Excel by individual using certain staff proposed and board approved percentages. Additionally, employee benefits (medical, dental, retirement and taxes, etc.) budgeting is also performed in Excel.
24	Appendix D - Vendor and System Requirements, Page 26	Section 3. Accounts Payable #5 - Automatically transfer issued checks to an outstanding register and allow users to process cleared checks)	Please clarify the Accounts Payable payment process that will be required i.e. records/registers generated , approval routes the payments have to go through, Hierarchy etc.	Invoices are received and approved by the appriate Manager. They are delivered to the Accountant and entered into Accounts payable (AP). a Purchase Journal is printed and verified by the Controller; A Cash Disbursement journal is then printed and also reviewed by the Controller. Accountant cuts the checks and attaches them to the Invoice with backup and and prints out a Check Register. Checks with backup are reviewed and approved by an Officer (Signer #1) and then given to a second Officer (Signer #2). Checks are given to Administrative Staff for mailing. Backup is returned to Accounting for filing.
25	Appendix D - Vendor and System Requirements, Page 26	Section 3. Accounts Payable #18 - Ability to sort checks by vendor number, by user-defined sequence within bank account number, or by vendor name	Is this a check listing? Or printed checks - or prior to printing?	This would be a check register. If a vendor report, such as a Processed Invoices, etc., then it would still be by check number. If it is one database (1 vendor for multiple entities), then it would be to sort by a user defined (CHEFA, CHESLA, CSLF or CCDC), but it would still e by check number (which presumably would also be by check date).
26	Appendix D - Vendor and System Requirements, Page 29	Section 4. Accounts Receivable #22 - Indicate the minimum and maximum characters for vendor identification numbers	This requirement is in the AR section, verifying that this is vendor vs customer? We have different id types for each.	Correct. This would be customer number for the A/R section.
27	Appendix D - Vendor and System Requirements, Page 29	Section 4. Accounts Receivable #27 - Ability to segregate the type of receivables – set up different rules to accommodate the different types of operations	Please clarify what are the various categories of receivables like student loan, higher education loan etc. that will be required.	Administrative Fees (separately for CHEFA, CHESLA, CSLF and CCDC (in 2020); Student Loan Receivable; Student Loan Interest Receivable; Due To/Due from Subsidiaries & CHEFA. In addition, CHEFA also pays invoices on behalf of its Clients and seeks reimbursement from the Clients. They are recorded as "Institution Receivable"
28	Appendix D - Vendor and System Requirements, Page 29	Section 4. Accounts Receivable #28 - Ability to view the detail transaction of the AR in the General Ledger	Could you please elaborate on the different rules / operations? Please elaborate this requirements, are you looking for individual Customer/Supplier in General Ledger A/c format such as Opening Balance, Debit/Credits , Closing Balance for a period ?	Drill down into transaction (calculation, invoice, etc.)



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29	Appendix D - Vendor and System Requirements, Page 31	Section 5. Cash Management #6 - <i>System must be able to track money market securities (treasury bills, commercial paper, banker's acceptance, state and local obligations, federal funds, etc.), notes and bonds, equities. etc..</i>	Please clarify what details are to be tracked and reported for the money market securities & investments. Are you looking for real time tracking of these investments?	No, real-time tracking is not required. Transactions are entered monthly for the individual investments in each account. Details: type/provider, buy/sell, interest, face value, cost, yield, related transaction dates
30	Appendix D - Vendor and System Requirements, Page 31	Section 6. Fixed Assets #9 - <i>Have the ability to allocate depreciation expense consistent with GASB</i>	How are you currently allocating depreciation expense? Please clarify if Assets are required to be depreciated at different rates for GASB compliance.	Please see the top of page 31 in Section 6 for Fixed Assets.
31	Appendix D - Vendor and System Requirements, Page 32	Section 7. Financial Reporting	Do you have any reporting requirements to track the sources and applications of FUNDS ?	
32	Appendix D - Vendor and System Requirements, Page 32	Section 7. Financial Reporting #1 - <i>Ability to meet GASB requirements and consolidate the chart of accounts for required financial reporting</i>	Please explain your specific requirements for GASB compliance. Do we need to maintain separate books of accounts for GASB requirements?	As a quasi-public state agency, all requirements are GASB. The Authority nor its subsidiaries use FASB reporting. Only one set of books is ever required.
33	Section 7– Appendices: Vendor Bid Response Forms, Page 20 and Appendix E	Bond / Investment Module	In the light of the following excerpt - "The current custom Bond/Investment Module will be integrated with the Authority's new system during implementation. transactions from this module will need to be an integrated part of this new solution." Please clarify whether the existing Custom Bond/Investment Module will be kept in use post implementation of the new system and it needs to be ONLY interfaced with the General Ledger Module of the new system (with appropriate mapping) OR the expectation is to have a completely new Bond/Investment Module to be developed in the new accounting / financial system as a Custom Module, implementing all the features of the existing module, the existing module will then be retired going forward.	Ideally, a new Bond/Investment Module that interfaces with the new Accounting System would be the goal. However, if such a system is not a viable option, then a mapping interface would be an acceptable solution.
34	Section 7– Appendices: Vendor Bid Response Forms, Page 20 and Appendix E	Bond / Investment Module	As far as integrations, we foresee the proposed Accounting & Financial Management application will need to be integrated to your existing custom Bond/Investment application. Is that correct, or are there other integrations we should include in the scope?	if the proposed solution does not have a module to manage bonds/investments, consideration will be made to integrate the two systems via API. Full integration is preferred so that the current system can be retired. Additional integrations may be with a separate internal data system for dashboard reporting with other non-financial statistical data. The Authority has internal system developers to assist with this process.
35	Section 7– Appendices: Vendor Bid Response Forms, Page 20 and Appendix E	Bond / Investment Module	There are references in the RFP response template and the RFP that request Bond/Investment Management module pricing. It seems that CHEFA desires to eventually replace the current custom Bond/Investment Management with an integrated solution within the new financial management system? If yes, what is the timing of the replacement?	Ideally this would occur during or immediately following the primary accounting system implementation.
36	Section 7– Appendices: Vendor Bid Response Forms, Page 20 and Appendix E	Bond / Investment Module	Does CHEFA require the transactions in the Bond / Investment module to be entered in the proposed Accounting & Financial Management application or only the accounts balances / summary will be maintained in the ERP while the detail transactions related to Bond/ Investment will continue to be maintained in the current Bond/ Investment module?	If the new accounting system does not have a bonds/investment module, then the individual transactions would be exported by the current system and imported into the new accounting system