



**ADDENDUM NUMBER 2 TO RFP #08 – 03,
“LAWSON SOFTWARE UPGRADE: LSF 9”**

Request for Proposals (RFP) Title: Lawson Software Upgrade: LSF 9

Solicitation Number: RFP #08 – 03

Date this Addendum Issued: August 5, 2008

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GENERAL INSTRUCTIONS:

- This Addendum constitutes an integral part of the above-referenced Request for Proposals (RFP) and shall be read in conjunction with the RFP.
- Where inconsistent with the original RFP, or any subsequent Addendum, this Addendum shall govern.
- It is the responsibility of all Proposers to conform to this Addendum.
- Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain in full force and effect and can only be modified if in writing.

PURPOSE OF THIS ADDENDUM:

The purpose of this Addendum is to answer questions raised by potential proposers and to change the date proposals are due.

PART I. CLARIFICATION OF THE RFP

- 1. Are the chart of account changes going to map 1 to 1 with the old chart of accounts?**

PDC Response: Most likely it will not be a one to one mapping across the board. The actual extent of that mapping will depend on requirements that are still being defined.

- 2. Are the department changes going to map 1 to 1 with the old structure?**

PDC Response: No.

- 3. Will the company number change?**

PDC Response: Yes.

- 4. Is PDC using Lawson GL Report Writer; if so, how many reports exist?**

PDC Response: Yes, approximately 30 reports exist.

- 5. When you say "custom reports" for AC, are these written outside of Lawson?**

PDC Response: Yes.

- 6. What customizations and interfaces exist to the Lawson system at PDC?**

PDC Response: Lawson is not customized. There are approximately 40 interfaces.

- 7. How many companies are currently defined at PDC?**

PDC Response: Currently, one.

- 8. How many employees are paid out of Lawson payroll? What are the pay cycles? Are all employees residents of either Oregon or Washington?**

PDC Response: Approximately 200 employees are paid out of the Lawson system, once every two weeks. PDC employees are residents of either Oregon or Washington.

- 9. Do you use any of the following: Employee Self Service, Manager Self Service, Process Flow, LBI, Design Studio, and Microsoft Add-Ins?**

PDC Response: Microsoft Add-Ins is the only product listed above that is currently in use at PDC.

- 10. What other reporting tools do you use (i.e. Crystal, etc)?**

PDC Response: About thirty (30) reports are written with the report writer. Access, Excel and Reporting services are also used.

- 11. Will a copy of PROD be made available to create a test environment, run the upgrade, do the testing and then based on the issues/resolutions, do the final cutover in production?**

PDC Response: Yes.

- 12. What language(s) are interface programs written in?**

PDC Response: SQL & VB

- 13. How many records in the database tables?**

PDC Response: Refer to Addendum 1, Part I, Question 5.

- 14. Are you using Process Flows and if so for which modules and what processes?**

PDC Response: PDC is not using process flows.

- 15. When is PDC's fiscal year?**

PDC Response: PDC's fiscal year runs from July 1 to June 30 of the following year.

- 16. Is the location of the technology and users centralized or decentralized?**

PDC Response: The location of users and technology at PDC is centralized.

- 17. Is remote work a possibility to decrease travel expenses and travel time and help ensure the project comes in on time and on budget?**

PDC Response: Upon the mutual agreement of PDC and the selected contractor, some work may be performed remotely to decrease travel time and expenses.

- 18. This RFP has conflicting terminology that refers to "time & material" and also "not to exceed". Is this a fixed price contract and how will things out of initial scope, that are necessary to complete project, be handled?**

PDC Response: The initial Not to Exceed value of the awarded contract will be based on the sum of all costs, including staff/hours and billing rates as well as reasonable reimbursable estimates, including travel expenses. Any subsequent escalation of billing rates and/or the contract value will be implemented with an amendment to the contract. Contract expenses, up to the Not to Exceed value, will be payable on a time and materials basis. Performance of additional work at the task-level that is out of the initial project scope, but not substantially out of the intent of this RFP, will be implemented through an Amendment to the contract, taking into account the new tasks and a revised Not to Exceed contract value.

19. Could you please verify your environment versions and application versions?

PDC Response: The current environment and application versions are listed under the “Lawson Application Information” in section I (D) of the RFP (page 6).

20. Can you provide a list of functionality used within each module (current state)? If it is easier, can you list the functionality that is not being utilized or planned to be utilized?

PDC Response:

Lawson Modules:

- Absence Management – Partially implemented for personal holidays, sick and vacation time but not FMLA or OFLA at this time.
- Accounts Payable
- Project & Activity Accounting - Information only tracking on AC03, AC10, and AC 13. No transaction processing.
- Asset Management - Fully implemented except for the AP processing link and templates due to business process constraints, i.e., on-going constructed asset additions through AP are added manually to AM
- Benefits – Fully functioning module, including automated plan enrollment and termination rules. The only item we do not use and do not anticipate using is self service benefits enrollment.
- Cash Ledger – Fully implemented
- General Ledger – Fully implemented
- Human Resources - Utilized as HRIS system
- Inventory Control - Usage is limited to the minimum required to process A?, PO's, and Matching
- Attribute Matrix
- Report Writer
- Flex Budgeting – Not used at this time.
- Matching
- Personnel - Full functionality, including personnel action, position control, and requisitions.(limited use of applicant tracking)
- Payroll – Full functionality
- Purchase Orders (service orders only) – Implemented for service purchase orders only
- Requisitions – Limited rollout for service items only at this time.

21. Can we get a copy of your initial business requirements documentation and the GAP Analysis of your initial install?

PDC Response: This document is not available.

- 22. Has an updated requirements document been created to map those requirements to current system functionality? If this has not been done, will this be included in the scope of the project? If it has been completed, can we get a copy of this? Has a new GAP Analysis been performed to map requirements to features and functionality of 9.0?**

PDC Response: Not applicable.

- 23. Do you have a current issues list of problems you are facing with the system in the current environment and if so, what are they from a technical and application view?**

PDC Response: There are no significant issues or problems with the Software as currently implemented at PDC.

- 24. Is there flexibility on the timeline of wanting to be live on 9.0 by May 2009?**

PDC Response: The go-live date is driven by the end of life on the environment. While there is some flexibility in the go live date, PDC would like to avoid additional costs to maintain Lawson support. It is required that PDC begin the fiscal year on July 1, 2009 with the new chart of accounts.

- 25. Will the finance department be available to discuss and plan the new revised structures needed in GL/AC or is this already decided?**

PDC Response: A framework for the structure will be available at the start of the project. Finance personnel will be available to participate in further design and development.

- 26. Can the submission date for the RFP be extended at a minimum 24 hours since a Monday delivery does not allow for the previous weekend being available to complete the RFP based on the timing of replies from our questions?**

PDC Response: This is a reasonable request. Please see Part II of this addendum below.

- 27. What areas have already been identified as problem areas that need improvement?**

PDC Response: PDC is restructuring its Company, Accounting Units and Accounts to move some reporting to Project Accounting & Activities to better meet reporting, project and budgeting needs.

- 28. We understand that you require full activities training – but only differences training elsewhere. Does this mean that any application training will just be “upgrade” training and does not include features/functions that are not previously being used?**

PDC Response: Yes.

- 29. Will full training in other areas be out of scope and is your staff's knowledge of Lawson already sufficient?**

PDC Response: Full training in other areas is out of scope for this project.

- 30. Because of the change of environment, the amount of applications affected and the concurrent effort of developing a new Chart of Accounts (COA), creating project logic, redefining reports and the other requirements, would you consider a full-time firm project manager?**

PDC Response: Yes.

- 31. Is there flexibility in the bi-weekly project status reports and which PM will be responsible for that effort, client or firm?**

PDC Response: PDC will consider other timelines in the publication schedule of status reports. The PDC PM will have overall responsibility working in conjunction with the firm's PM.

- 32. What will be the process of managing scope creep and the associated time/resources with it past the reporting/recording? Does the client anticipate that approval or control of scope creep will be done in a timely manner as to not affect project schedule and deliverable?**

PDC Response: PDC utilizes an established project change management process for scope, schedule, resources and budget. It is anticipated that all changes will be processed in a timely manner to minimize project impact.

- 33. How often are steering committee meetings scheduled and will there be dial-in capabilities to reduce travel and expenses if not onsite?**

PDC Response: Steering committee meetings are anticipated to be held monthly. Dialing in is acceptable.

- 34. Changing periods from 13 to 12 and COA will require understanding of your data history requirements. Are you looking to have balance history available along with transaction history and if so, how many years of data? Are you looking to maintain history for all of your current applications?**

PDC Response: General Ledger, cash ledger and payroll transaction history will be converted from June 2006 to go-live date. Accounts Payable history will not be converted. Conversion of other history is not anticipated at this time but may be considered.

- 35. Regarding System Preparation, after the environment is upgraded, will you schedule Lawson to certify your environment?**

PDC Response: This is not anticipated at this time, though PDC may reconsider.

36. Are all reports written in Lawson Report Writer or are there Crystal reports or other 3rd party applications used?

PDC Response: About 30 reports are written with the report writer. Access, Excel and Reporting services are also used.

37. Are you interfaces using Afs, DME, ODBC, or OLE DB?

PDC Response: ODBC and OLE DB.

38. What specific Lawson forms and/or tables are they interfacing with? Are they pulling data from Lawson or interfacing data into Lawson?

PDC Response: See the "PDC Lawson Interfaces" file as "RFP_#08-03_Addendum2_ExhibitA.xls" at the following WWW address:

http://www.pdc.us/login/download_nologin.asp?i=847

39. Is the new server available to start work on or will we need to wait for it to be ordered?

PDC Response: The new server will be ordered by PDC, with every reasonable effort made to have it ready prior to the project start date.

40. Who will be responsible for the upgrade of the Partner applications?

PDC Response: The actual upgrade of BSI and Flexform will be performed by PDC. The firm selected from this RFP will assist PDC in ensuring that these are working correctly with Lawson prior to go-live.

PART II. CHANGES TO THE RFP

Change 1. The **Proposals Due** date, listed in the "Schedule of Solicitation and Contract Award Events" on page 2 of the RFP, is hereby deleted and replaced with: **August 12, 2008 at 3:00 PM (PDT).**

End of this Addendum