



**PORTLAND DEVELOPMENT COMMISSION**

**ADDENDUM NUMBER 1  
TO  
REQUEST FOR PROPOSALS #09-23**

Request for Proposals (RFP) Title:	Financial Systems Consolidation Assessment and Lawson Projects & Activities Module Implementation Strategy
Date this Addendum Issued:	December 4, 2009
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**PURPOSE OF THIS ADDENDUM**

The Portland Development Commission ("PDC") is issuing this Addendum to the above-referenced Request for Proposals ("RFP") to respond to questions raised by potential proposers and change the date proposals are due to Tuesday, December 15, 2009.

**GENERAL INSTRUCTIONS**

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the original RFP, or any previous Addendum to the RFP, this Addendum shall govern. Unless specifically changed herein, all other requirements and provisions of the RFP remain unchanged and can only be modified if in writing by PDC. It is the responsibility of all Proposers to conform to this Addendum.

**PART 1. CLARIFICATION OF THE RFP**

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**Question 1.** How does the business intelligence (BI) strategy integrate with the scope of this RFP? For instance, one would assume the consolidation of the 95 databases would also be part of the larger BI strategy.

*PDC Response:* The business intelligence strategy is focused on verifying our BI architecture model and on developing a rollout strategy and timeline for improving our current internal reporting systems. We will also be looking for ways to leverage BI tools to streamline labor-intensive data reporting tasks. These efforts will look at all PDC data reporting sources, including non-financial systems.

**Question 2.** Are the 95 databases that produce 10 reports similar in functionality and content? Are they related to projects or property and as such are similar in functionality and purpose? How are the 95 databases being updated?

*PDC Response:* Yes and no. There are some similarities between some of the databases and their functions; however, there is an array of databases that serve unique functions and have unique data. Not all are related to projects and/or property.

**Question 3.** Please explain how PDC is currently using activities. Was a structure setup as part of the 9.0.X upgrade?

*PDC Response:* There was a temporary structure set up as part of the upgrade. This set up only addressed some basic project tracking requirements (primarily budget) and tried to anticipate a possible future state. The current set up is as follows:

<b>Project Group:</b>	PDC History (There is currently only one project group)
<b>Levels:</b>	Three (3) levels (anticipate future requirement in all future groups)
<b>Level 1:</b>	Sum Level 3
<b>Level 2:</b>	Sum Level 2
<b>Level 3:</b>	Project (Posting Level)
<b>Account Category:</b>	Same as GL Accounts

In the current structure levels 1 - 3 are identical. A full build-out of Projects and Activities was not in the scope of the upgrade; however, as part of the planning, several scenarios were developed that resulted in the above three-level depth structure. The anticipated roll-out envisions that new project groups will be developed and the historical projects will be moved under the appropriate groups to provide historical context in total for a major project. The naming convention for the structure was tentatively established as follows:

<b>Project Group:</b>	Major Project
<b>Levels:</b>	Three levels
<b>Level 1:</b>	Project
<b>Level 2:</b>	Phase
<b>Level 3:</b>	Activity (Posting Level)
<b>Account Category:</b>	Task or Process Step

This structure was not tested or proven. There was no coding structure designed for it nor was it given any final approval for implementation. It included other details including project types, attributes and some possible usage rules concerning the integration of property acquisition and the tracking of PDC financial assistance (loans and grants).

**Question 4.** What documentation is available regarding financial requirements for corporate governance, legal, legislation and auditing?

*PDC Response:* Financial requirements for “corporate” governance, legal, legislation, reporting, and auditing have all been documented recently. In particular, for the first phase of the ERP Project, an excel matrix was developed containing specific details requirements for each of these areas. Supporting documentation and references can also be provided to the Selected Firm.

**Question 5.** Will the scope include testing of the proposed changes to the Lawson Project and Activities module? If so, is a test environment of Lawson currently available?

*PDC Response:* Yes, there is a separate server that has a complete instance of all Lawson components (environment, several test product lines, Websphere, IIS, etc.). All components are maintained at the same levels as production.

**Question 6.** Is the Lease Management module of Lawson being considered for implementation as part of this scope?

*PDC Response:* This is not in the scope at this time.

**Question 7.** Given the breadth of databases, functions of PDC and business scope, how many interviews does PDC estimate may be necessary of proposed personnel?

*PDC Response:* A couple of factors will dictate the number of interview. First is the methodology that will be employed by the successful Proposer. Second is the limitation on individuals’ time within PDC. Generally, PDC staff are only available for one hour meetings at any given time and their time is generally limited. However, the Information Technology staff are generally easier to schedule time for meetings.

**Question 8.** Provide expectations for the proof of concept.

*PDC Response:* PDC expects the proof of concept to have sufficient findings and justification to support the phase-out plan for non-Lawson systems, databases and data warehouses.

**Question 9.** Are there any problems with system performance?

*PDC Response:* No

**Question 10.** Are there any known changes that PDC would like to make to their system architecture as part of this project?

*PDC Response:* No changes are being considered at this time.

**Question 11.** Please provide details of any interfaces in and out of Lawson. Especially any that deal with Mitas, Encompass and Act!

*PDC Response:* See the following Exhibits to this Addendum:

- EXHIBIT A: Lawson Interfaces (Visio)
- EXHIBIT B: Mitas Interfaces (Visio)
- EXHIBIT C: Mitas Interfaces Notes

**Question 12.** In order to assess future reporting needs, please provide a list of your current reports and the details of each. Details should include: record selection criteria, data fields presented, definition of any calculations, and sorting sequence.

*PDC Response:* There are an estimated 95 databases with an average of 10 reports each. A more detailed answer, like that requested in this question, would take a tremendous amount of effort on the part of PDC at this time and is properly to be explored in a subsequent project phase.

**Question 13.** What is the purpose of the SAND product line at PDC?

*PDC Response:* Originally, SAND was to be used as a sandbox for experimenting with new features or modules. It now serves as an additional test product line.

**Question 14.** What reporting tool is utilized for the reports applicable to the 95 databases?

*PDC Response:* Access has been the primary reporting tool for the 95 Access applications/databases. We have other SQL databases that are reported on using SQL Server Reporting Services.

**Question 15.** Please provide information on existing interfaces to and from Lawson. Also, what major reports are created using sources outside of Lawson?

*PDC Response:* See EXHIBIT A of this Addendum which contains information on interfaces in and out of Lawson. There are currently a variety of reports that use information created outside of Lawson. Some of the information is created and tracked by other PDC applications including information on loans and grants, real-estate acquisition and disposition, etc. Some of the information is accessed and imported from other agencies including county property records, economic indicators, etc.

**Question 16.** Is PDC planning to make any changes to its financial organizational structure?

*PDC Response:* This is unknown at this time. PDC makes periodic changes to its organizational structure. There are not any anticipated changes at this time that should affect the execution of this RFP and subsequent contract.

**Question 17.** Please list the major processes currently taking place outside of Lawson that you wish to be brought in to Lawson.

*PDC Response:* PDC would like to perform all processes that affect financial and/or generated financial information into Lawson. These include, but are not limited to, all cost allocations, real-estate and financial assistance transactions, where possible.

**Question 18.** What information is currently being accounted for in Project and Activity Accounting (AC)?

*PDC Response:* Project budgets and expenditures are currently being accounted for in Project and Activity Accounting.

**Question 19.** What information is PDC looking to maintain in AC?

*PDC Response:* PDC is looking to maintain more detailed information which will help internal project managers better manage their projects and provide senior management and stakeholder with accurate cost and performance information.

**Question 20.** What is the volume of projects needing to be tracked?

*PDC Response:* PDC currently has about 200 active/budget activities being tracked.

**Question 21.** Will Activities be closed with other Lawson modules during the month end process?

*PDC Response:* This is the expectation, but we're open to suggestions.

**Question 22.** What reporting would you like to see come out of Lawson in the future?

*PDC Response:* PDC would like Lawson to be the source system for most, if not all, financial information. Lawson is PDC's enterprise resource planning system of choice, so we hope to consolidate as much information into Lawson as possible.

## **PART 2. CHANGES TO THE RFP**

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The date in the "Proposal Due Date and Time," listed in Section II of the RFP, is hereby and replaced with the following:

<b>Proposal Due Date and Time (no later than)</b>	<b><u>December 15, 2009</u> by 2:00 PM (Pacific)</b>
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The tentative dates for Finalist Presentations, Evaluation Period, issuance of the Notice of Intent to Award and Contract Effective Date remain the same.

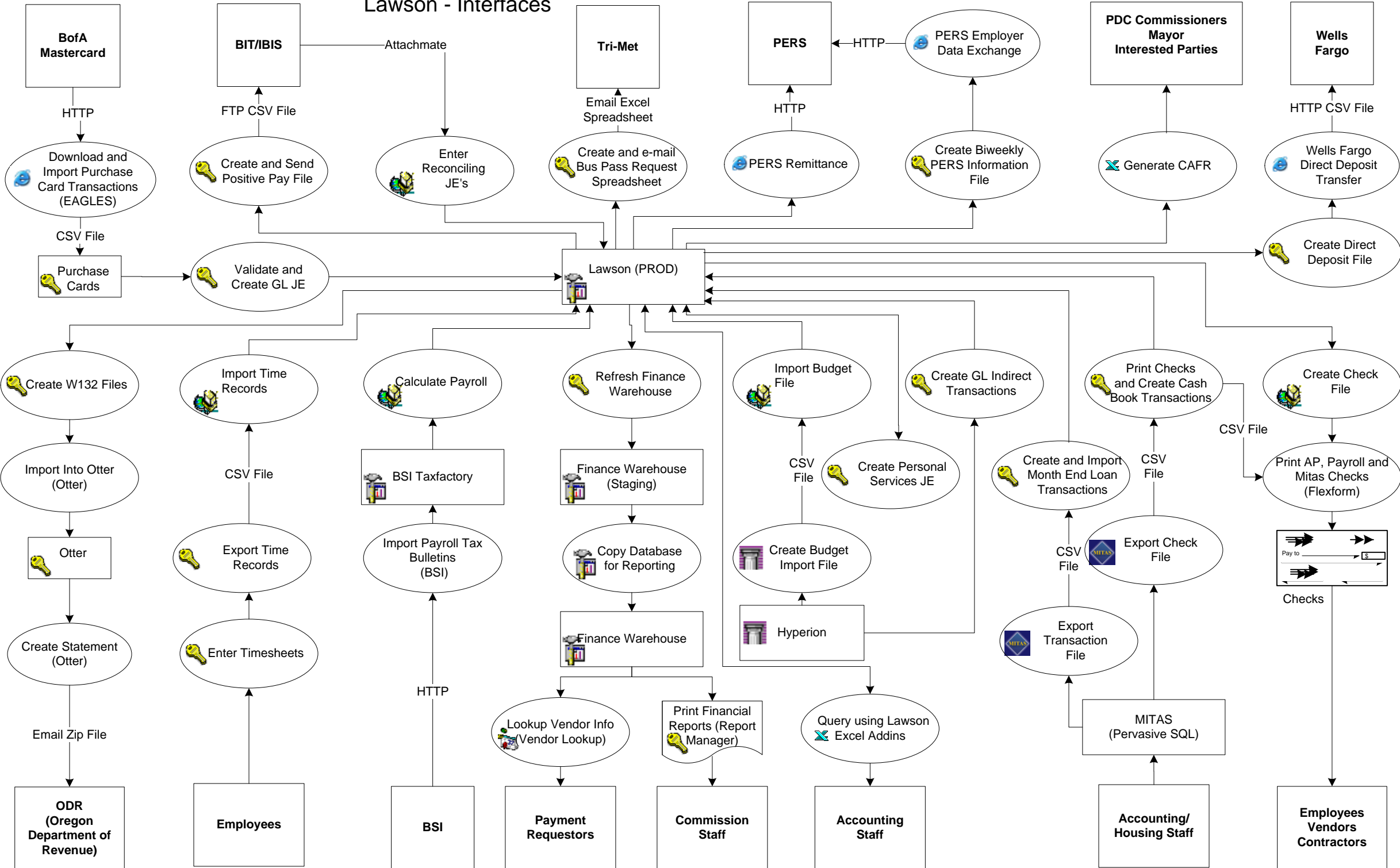
## **EXHIBITS TO THIS ADDENDUM 1 TO RFP 09-23**

EXHIBIT A: Lawson Interfaces (Visio)

EXHIBIT B: Mitas Interfaces (Visio)

EXHIBIT C: Mitas Interfaces Notes

# Lawson - Interfaces



## Legend

Program



- Access

Report



- Visual Basic

Database



- Excel Spreadsheet

Entity



- Hyperion



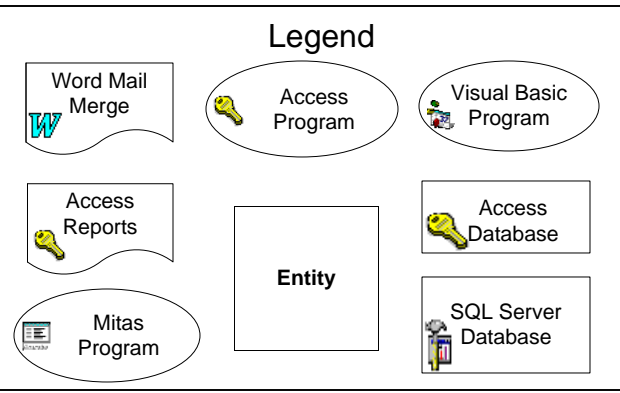
- SQL Server



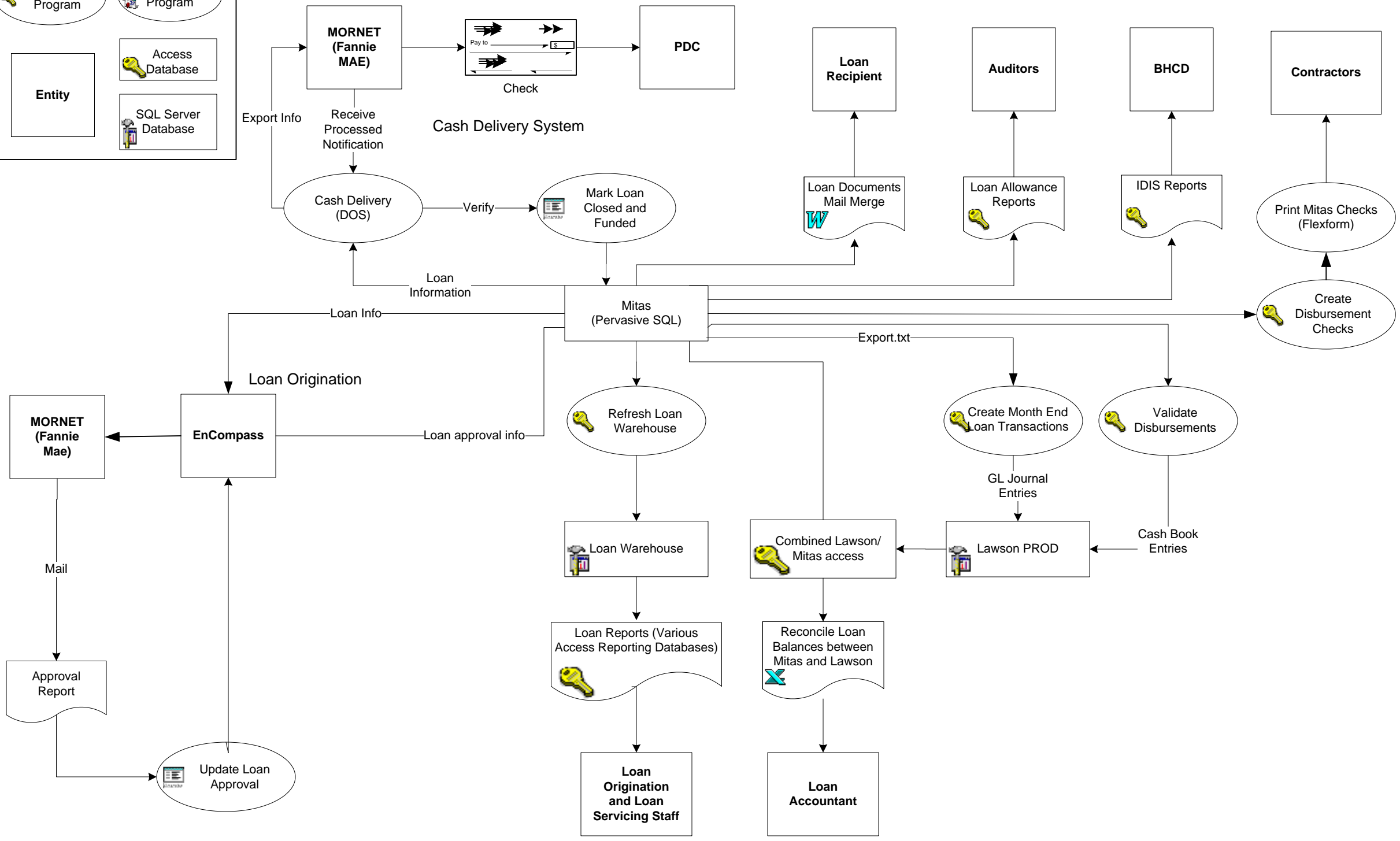
- Lawson Program



- Mitas



## MITAS - Interfaces



## RFP #09-23, Addendum 1: EXHIBIT C

### Mitas Interfaces Notes

#### **A. Loan Origination System. (Encompass)**

The purpose of the loan origination system is to take loan information from PDC and pass it through Fannie Mae's Loan Underwriting system (Web app) to evaluate if a loan should be made or not.

- Currently information for the loan is entered into both Mitas and Encompass.
- The entry of information to Mitas is primarily to allow for reporting of the loan information, and to perform disbursements.
- Originally Mitas was advertised as being able to pass information into Fannie Mae. However the format of the data that was passed from Mitas was never fully compatible with Fannie Mae and required editing before it could be transferred.
- Entry of Loan info into Mitas is also very cumbersome (screen flow).
- Direct input of data into Fannie Mae is cumbersome as well (session timeout).
- The Encompass system is used because the entry of loan information is a more fluid data entry process.
- The Encompass system is also designed specifically to pass loan information to and from the Fannie Mae system.
- The Fannie Mae system passes the loan information back through the MORNET system to certify if the loan is approved.
- Information that is processed from Fannie Mae to Encompass is then entered\ updated from Encompass back into Mitas for reporting purposes.
- Eventually one of the projects in the near future is to write an interface that passes loan information between Encompass and Mitas.
- Encompass holds data in both XML and SQL – eventually it will all be in SQL.
- Mitas may need to be moved to SQL before the interface is feasible.

#### **B. Refresh Loan Warehouse**

Access application that takes information from Mitas and recombines and reformats it into a more accessible schema for users to access Mitas data.

- Takes Pervasive SQL (Btrieve) data and processes it into SQL Server through Access database.
- Runs on a nightly basis.
- A variety of users tap the data warehouse for personal reporting purposes.
- There are a variety of applications that IT maintains that access the application as well.
- Redraw diagram to show warehouse relative to other apps?
- Once we move Mitas to have a SQL server backend, the transformation from the Mitas schema to the data warehouse schema can all be accomplished within SQL Server and the Access application can be eliminated.

#### **C. Create Disbursement Checks**

This process provides 2 functions:

- This process is performed by the ValidateDisbursements.mdb and CheckExport.mdb applications.
- The Validate disbursement side creates a layer of validation and approval between the disbursement request and the check being cut which is not available in Mitas.
- The Check Export system takes the check file that is produced in Mitas and sends checks to the printer.

- Disbursements are created in Mitas and stored in the DS509 table.
- The ValidateDisbursements.mdb application is run to approve and validate the previous days disbursements.
- In Mitas a variety of AP processes are run that ultimately create a check file out of Mitas.
- The CheckExport.mdb application is run to read the Mitas check file and create the actual checks.
- DTS package in CheckExport.mdb updates Lawson with check information.
- Processes are run in ValidateDisbursements.mdb and Mitas to approve the disbursements, and update history.
- Lawson CB500 process is run to copy check info from the temp cash book to the actual cash book.
- Complete procedure can be found in:  
*P:\IS\Documentation\Applications\MITAS\_Interfaces\ValidateDisbursements\_CheckExport\SystemDoco\ PDC\_ValidateDisbursements\_Doc\_System.doc* **AND**  
*P:\IS\Documentation\Applications\MITAS\_Interfaces\ValidateDisbursements\_CheckExport\SystemDoco\ PDC\_CheckExport\_Doc\_System.doc*

#### **D. Create Month End Transactions**

This process performs 3 functions:

- Corrects activity date and GL period data entry errors from Mitas.
- Provides reports for reconciling Mitas to Lawson transactions.
- Uploads month end interface into Lawson as a journal entry.
- Within Mitas a variety of maintenance processes are run that correct transaction data.
- These processes post transactions to the Mitas GL and these are then exported to a text file (Export.txt).
- Within the MonthEnd.mdb app routines are run against the text file to reconcile the balances.
- The exported transactions are uploaded to the GLTRANSREL table as a journal entry in Lawson to be posted via the GL165 process.
- Complete procedure can be found in:  
*P:\IS\Documentation\Applications\MITAS\_Interfaces\ PDC\_MITAS/MitasMonthEnd\_Doc\_System.doc*

#### **E. Combined Lawson/Mitas access**

- This process is a continuation of the Month End Process and performs the following via the Loan Reconciliation (Access app) System:
  - Provides a Lawson to Mitas variance report
  - Handles the reversal and application of undisbursed loan/grant amounts
  - Generates a year end write off report.
- This process is dependent on the Month End system in that it uses the Export.txt file that is generated and the data that is posted to Lawson.

Complete procedure can be found in:

*P:\IS\Documentation\Applications\MITAS\_Interfaces\ PDC\_MITAS/PDC\_LoanReconciliation\_Doc\_System.doc*

## **F. IDIS Billing System**

- MS Access application that stores a list of IDIDS (HUD) numbers that are associated to PDC Mitas Loan numbers.
- Mitas Loan numbers come from ML502 table.
- This application is used to generate the IDIS billing report that is used to generate a report of this relationship back to the Bureau of Housing and Community Development
- Complete procedure can be found in  
*P:\IS\Documentation\Applications\MITAS\_Interfaces\IDISBilling/PDC\_IDISBilling\_Doc\_System.doc*

## **G. Loan Allowance Reports**

- MS Access application that calculates an estimate of the present value of PDC's loan portfolio.
- Reports are generated from the Loan Warehouse and Mitas tables.
- Complete procedure can be found in  
*P:\IS\Documentation\Applications\MITAS\_Interfaces\LoanAllowance\SystemDoco\PDC\_LoanAllowance\_Doc\_System.doc*

## **H. Loan Documents Mail Merge (TreeV)**

- The PDC Loan Documents are a set of custom Microsoft Word mail merge documents created by PDC to supplement the reports found in Mitas.
- They are launched from an interface within Mitas on the "ML702M - Form Printing" screen.
- The data source for the reports is output to *C:\Temp\LoanDocData.doc* when the routine is run from the ML702 form.
- Complete procedure can be found in  
*P:\IS\Documentation\Applications\MITAS\_Interfaces\PDCLoanDocuments\_TreeV\UserDoco\PDC\_PDCLoanDocuments\_Managing\_Doc\_User.doc* **AND**  
*P:\IS\Documentation\Applications\MITAS\_Interfaces\PDCLoanDocuments\_TreeV\SystemDoco\PDC\_PDCLoanDocuments\_FieldList\_Doc\_System.xls*

## **I. Cash Delivery System**

The purpose of this process is to have a loan certified in order to get it sold off to a 3<sup>rd</sup> party for servicing.

- Loan information is manually taken from Mitas and put into the Cash Delivery System (part of MORNET).
- Fannie Mae notifies via MORNET if they are purchasing the loan or if corrections need to be made to it (loop)
- All loans are eventually purchased and then serviced by a 3<sup>rd</sup> party.
- Once loan is purchased, PDC is wired a check, and the loan is manually closed in Mitas.
- Data entry back into Mitas is for reporting purposes.