

Questions for #RFP 22-002 Enterprise Resource Planning System (ERP)

Date: July 30, 2021

1. We notice you have two RFPs (RFP 22-002 & RFP 22-003) on your website and there seems to be an overlap in terms of requirements and functionality. We believe that our ERP system can accommodate both RFPs. Would it be an option for us to provide one response for both RFPs?

Response: *Yes you can provide one response to cover both RFP's.*

2. How many employees do you anticipate utilizing the ERP software?

Response: *At this point it is hard to provide an exact number as the Academy continues to grow. However, I do not anticipate ever having more than 20 employees using the software.*

3. In Exhibit A you mention that there is a requirement to provide interface capabilities with third-party systems. Do you have a list of your current/anticipated third-party system that we should consider in our proposal?

Response: *We are looking at the possible interface capabilities with STRS at this point and possible PERS in the future.*

4. Does The Palmdale Aerospace Academy do Fund Accounting?

Response: *Yes, we do fund accounting using the SACS formatting from the California Department of Education*



5. In section 1.2 we read that you have a back-office provider that processes all your financial, HR, and payroll information. We are of the understanding that business processes will change and need to be incorporated into the ERP. Has the business process analysis period started or does this need to be considered within the ERP project?

Response: *With speaking to our back office provider, they are willing to work within whatever system we choose. It does not have to be provided in the ERP but you may add if you wish.*

6. Does The Palmdale Aerospace Academy have multiple legal entities/federal tax ID's?

Response: *The Palmdale Aerospace Academy is the charter school. We also have the Palmdale Aerospace Foundation which is related to our bond. The back office provider will continue to be responsible for this entity. We also have a Design, Learn, Explore which is our LLC which also will be monitored by the current back office provider.*

7. Does The Palmdale Aerospace Academy operate out of more than one location?

Response: *Yes. The school site and central administration office is at one location.*

8. We have attached a document that covers various aspects of the ERP that we intend to offer. Though not mandatory to complete this, it would help us to gain a further understanding of your requirements if you completed it.

Response: *I will be happy to complete it with what I know as our attend direction is currently. Please keep in mind that this may change as we start to look further into process.*





Arribatec. one solution

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TPAA Response

ID	Functional Area	Sub-Area	TPAA Requirement (Do you want...)	Yes	No	TBD	Additional Remarks
1	Cross-Functional	Role Centers / Home Pages	Ability to create and personalize home screens/dashboards	x			
2	Cross-Functional	Role Centers / Home Pages	Ability to filter information presented in home screens/dashboards	x			
3	Cross-Functional	Role Centers / Home Pages	Ability to drill down on home screen/dashboard content to source transactions	x			
4	Cross-Functional	Workflow Automation, Notifications and Alerts	Support for multi-step sequential approval workflow designs with user-defined rules	x			
5	Cross-Functional	Workflow Automation, Notifications and Alerts	Support for multi-step parallel approval workflow designs with user-defined rules		x		
6	Cross-Functional	Workflow Automation, Notifications and Alerts	Specification of workflow designs via a graphical, drag-and-drop interface		x		
7	Cross-Functional	Workflow Automation, Notifications and Alerts	Ability to maintain and report an audit trail of delivered notifications and actions taken	x			
8	Cross-Functional	Workflow Automation, Notifications and Alerts	Ability to automate external event-driven notifications (emailing invoices, e.g.)	x			
9	Cross-Functional	Document Management	Ability to attach documentation to master file records	x			
10	Cross-Functional	Document Management	Ability to attach documentation to business transactions	x			
11	Cross-Functional	Document Management	Ability to drill down to supporting documents on any given transaction	x			
12	Cross-Functional	Document Management	Free text search capability for documents attached to master files/transactions		x		
13	Cross-Functional	Document Management	Ability to send documents electronically to customers	x			
14	Cross-Functional	Document Management	Ability to send documents electronically to vendors	x			
15	Cross-Functional	Document Management	Ability to send documents electronically to employees	x			
16	Cross-Functional	Reporting	Ability to restrict visibility in reports based on employees and other categories	x			
17	Cross-Functional	Security	Ability to configure role-based security and permissions	x			
18	Cross-Functional	Security	Ability to configure security and permissions based on the user's location, department or cost center	x			
19	Cross-Functional	Security	Ability to configure security and permissions at the field level	x			
20	Cross-Functional	Security	Ability to turn on/off the logging of transactions for audit trails	x			
21	Cross-Functional	Security	Audit trail reporting with before and after images		x		
22	Cross-Functional	System Access & Usage	Support for multiple dimensions in key master data and business transactions		x		
23	Cross-Functional	System Access & Usage	Mobile device access	x			
24	Cross-Functional	System Access & Usage	Ability to add and report on user-defined fields	x			
25	Cross-Functional	System Access & Usage	Ability to specify user-defined fields as mandatory or not	x			
26	Cross-Functional	System Access & Usage	Ability to modify characteristics of data fields (field length, numeric/decimal definition, etc.)		x		
27	Cross-Functional	System Access & Usage	Ability to create user defined queries and reports	x			
28	Cross-Functional	System Access & Usage	Graphical reporting and trend analysis		x		
29	Cross-Functional	Integrations/Interfaces	Ability to import data	x			
30	Cross-Functional	Integrations/Interfaces	Ability to export data	x			
31	Cross-Functional	Integrations/Interfaces	Integration with various external systems via data imports/exports or APIs	x			
32	Finance & Accounting	Budgeting	Budgeting capability	x			
33	Finance & Accounting	Budgeting	Support for export to/upload from budgets prepared in Excel	x			
34	Finance & Accounting	Budgeting	Ability to create a budget by department, location	x			
35	Finance & Accounting	Budgeting	Ability to roll up budgets in multiple ways with flexible groupings	x			
36	Finance & Accounting	Budgeting	Budget preparation collaboration capabilities	x			
37	Finance & Accounting	Budgeting	Support for multiple budget versions	x			
38	Finance & Accounting	Budgeting	Ability to compare current and prior year actuals, budgets, and forecasts	x			
39	Finance & Accounting	Budgeting	Ability to create budget line items based on metrics	x			
40	Finance & Accounting	Budgeting	Ability to budget line items based on factors applied to prior period values	x			
41	Finance & Accounting	Budgeting	Ability to budget line items based on actual values contained in the system (e.g., depreciation of existing fixed assets)	x			
42	Finance & Accounting	Budgeting	Ability to budget line items based on ratios of other line items	x			
43	Finance & Accounting	Budgeting	Ability to budget items based on flexible calculations		x		
44	Finance & Accounting	Budgeting	Ability to budget using different methodologies		x		
45	Finance & Accounting	Budgeting	Multiple user-defined dimensions in the chart of accounts string	x			
46	Finance & Accounting	Budgeting	Ability to create forecasts that integrate actuals (for past periods) with budgets (for future periods)	x			
47	Finance & Accounting	Budgeting	Ability to create rolling forecasts	x			
48	Finance & Accounting	Budgeting	Variance analysis reporting (actuals vs. budget) at summary and detail levels	x			
49	Finance & Accounting	Budgeting	Variance analysis reporting (actuals vs. budget) for selected time periods (month, quarter, year, etc.)	x			
50	Finance & Accounting	General Ledger	Multiple user-defined dimensions in the chart of accounts string	x			
51	Finance & Accounting	General Ledger	Report on monthly expenses and revenue	x			
52	Finance & Accounting	General Ledger	Support for short and long GL account descriptions	x			
53	Finance & Accounting	General Ledger	Support for intercompany transactions		x		
54	Finance & Accounting	General Ledger	Ability to report on monthly expenses and revenues	x			
55	Finance & Accounting	General Ledger	Support for project accounting		x		
56	Finance & Accounting	General Ledger	Support for financial consolidation		x		
57	Finance & Accounting	General Ledger	User friendly reporting with drill-down to source transactions	x			
58	Finance & Accounting	Cash Management	Support for bank reconciliation	x			
59	Finance & Accounting	Cash Management	The ability to generate cash position worksheets	x			
60	Finance & Accounting	Billing & Accounts Receivable	Support for miscellaneous billing		x		
61	Finance & Accounting	Billing & Accounts Receivable	Ability to manage pre-payments		x		
62	Finance & Accounting	Billing & Accounts Receivable	Support for Federal/State and/or private funding billing		x		
63	Finance & Accounting	Billing & Accounts Receivable	Ability track any custom information needed for a donor/funding source	x			
64	Finance & Accounting	Billing & Accounts Receivable	Ability to connect a donor/funding source to a course or program	x			
65	Finance & Accounting	Accounts Payable	Ability to import and attach related documents to invoice	x			
66	Finance & Accounting	Accounts Payable	Ability to configure workflows for invoice approvals	x			
67	Finance & Accounting	Accounts Payable	Ability to send positive pay files to banks for checks issued	x			
68	Finance & Accounting	Accounts Payable	Ability to identify duplicate vendor invoices based on user-defined rules	x			
69	Finance & Accounting	Accounts Payable	Ability to issue payments via check, ACH, or credit card	x			
70	Finance & Accounting	Accounts Payable	Ability to issue prepayments and progress payments	x			
71	Finance & Accounting	Accounts Payable	Ability to approve multiple invoices simultaneously		x		
72	Finance & Accounting	Accounts Payable	One-time approval of a series of recurring invoices		x		
73	Finance & Accounting	Accounts Payable	Duplicate vendor checking	x			
74	Finance & Accounting	Accounts Payable	Ability to have vendors with multiple pay-to addresses	x			
75	Finance & Accounting	Accounts Payable	Ability to flag vendors as inactive	x			
76	Finance & Accounting	Accounts Payable	Ability to support and manage vendor discount/tiered pricing programs	x			
77	Finance & Accounting	Accounts Payable	Ability to track costs by courses and/or other dimensions	x			
78	Finance & Accounting	Fixed Assets/Project Management	Automatic calculation of depreciation for assets	x			
79	Finance & Accounting	Fixed Assets/Project Management	Automatic posting of depreciation to the General Ledger	x			
80	Finance & Accounting	Fixed Assets/Project Management	Support for asset hierarchy, asset/sub asset	x			
81	Finance & Accounting	Fixed Assets/Project Management	Ability to accumulate project costs (materials and labor)	x			
82	Finance & Accounting	Period Close	Support period close task list with associated workflows/notifications		x		
83	Finance & Accounting	Period Close	Support automatic roll-forward after period close		x		
84	Finance & Accounting	Tax Management	Ability to break out state and local sales and use taxes for reporting	x			
85	Finance & Accounting	Tax Management	Property tax management by state	x			
86	Finance & Accounting	Tax Management	1099 reporting	x			
87	Procurement	Purchasing	Support for flexible PO workflow and approval process with variations by group or organization	x			
88	Procurement	Purchasing	Ability to notify (remind) approver of outstanding requests	x			
89	Procurement	Purchasing	Ability to reroute approval workflow when approver time exceeds a configurable time	x			
90	Procurement	Purchasing	Ability to purchase both goods and services on a same PO		x		
91	Human Resources & Payroll	Onboarding/Offboarding	Customizable onboarding/offboarding checklists with items for candidate/employee to complete	x			
92	Human Resources & Payroll	Onboarding/Offboarding	Support for notifications to candidate/employee for onboarding/offboarding actions	x			
93	Human Resources & Payroll	Onboarding/Offboarding	Ability to route requests/notifications to internal departments for onboarded/offboarded employees	x			
94	Human Resources & Payroll	Onboarding/Offboarding	Ability to easily convert an applicant to an employee	x			
95	Human Resources & Payroll	Employee Management	Ability to easily generate an organizational chart	x			
96	Human Resources & Payroll	Employee Management	Graphical display and management of organizational hierarchy	x			
97	Human Resources & Payroll	Employee Management	Support for employee action history	x			
98	Human Resources & Payroll	Employee Management	Tracking of employee objectives and targets	x			
99	Human Resources & Payroll	Employee Management	Ability to track performance evaluations by employee	x			
100	Human Resources & Payroll	Employee Management	Ability to track disciplinary actions by employee	x			
101	Human Resources & Payroll	Development & Training	Employee training and certification tracking	x			
102	Human Resources & Payroll	Development & Training	Ability to define training recommendations linked to a role, an individual's skill set, and plans for advancement	x			
103	Human Resources & Payroll	Payroll	Support for standard tax calculations	x			
104	Human Resources & Payroll	Payroll	Automated updating of tax rates	x			
105	Human Resources & Payroll	Payroll	Ability to track details on timesheet/dimensions	x			
106	Human Resources & Payroll	Payroll	Ability to track overtime	x			
107	Human Resources & Payroll	Payroll	Ability to pre-define statutory holidays	x			
108	Human Resources & Payroll	Payroll	Ability to restrict timesheet entry to certain areas	x			
109	Human Resources & Payroll	Payroll	Ability to report on current and historic timesheets	x			
110	Human Resources & Payroll	Payroll	Ability to customize timesheet workflow/approval process	x			
111	Human Resources & Payroll	Benefits Management	Support for open enrollment process for benefits	x			
112	Human Resources & Payroll	Benefits Management	Ability to update benefits effective dates for existing employees	x			
113	Human Resources & Payroll	Benefits Management	Support for absence management including FMLA compliance	x			
114	Human Resources & Payroll	Benefits Management	Support for COBRA administration	x			
115	Human Resources & Payroll	Travel & Expense	Support for creation of expense reports	x			
116	Human Resources & Payroll	Travel & Expense	Support for uploading receipts for expenses using mobile technology	x			

Item #	Section	Question / Clarification Required	Customer Response
1	ERP Implementation RFP_California - Section 1.2	We gather that the Academy currently uses a back-office provider to process all Financial, HR, and Payroll information. Now the intent is to implement an ERP system in-house for these modules. What are the key pain points & business drivers behind the shift from back-office provider to managing these modules in house?	Our charter authority has requested that we monitor and control our own financials in house versus relying on an outside agency that does not work on site.
2	ERP Implementation RFP_California -Exhibit A	In Exhibit A, it is specified "The Palmdale Aerospace Academy has issued this Request for Proposal (RFP) to solicit responses from qualified firms (Proposers) offering proven, integrated solutions to implement a new Enterprise Resource Planning (ERP) system, specifically in the areas of Finance, Procurement, and Supply Chain & Manufacturing. In addition to a HR and Payroll solutions platform." As per the initial section 1.2, the modules specified are Financial, HR and Payroll, while in Exhibit A Procurement, Supply Chain and Manufacturing are also specified as required modules. Kindly clarify the final list of areas that should be considered for the ERP solution.	We are looking at two different options. Our main focus when it comes to payroll is to have a system that does all of the tax reporting, W-2, processing, provide legal help, etc. We would be happy to have all financial services in one program but if not we can have one for financial processes and one for the payroll/HR process thus the two RFP's.
3	ERP Implementation RFP_California - Section 1.2	Please clarify the number of business users and user roles/personas for the various ERP modules: •HR •Finance •Payroll •Procurement (if this is a part of requirement) •Supply Chain and Manufacturing (if this is a part of requirement) Additionally please provide a count of the technical team members from TPAA? Is there any dedicated time planned by TPAA for its personnel to engage in this assignment? Should we assume training the business users part of scope?	•HR 3-5 •Finance 3-5 •Payroll 3-5 •Procurement (if this is a part of requirement) 2-3 •Supply Chain and Manufacturing (if this is a part of requirement) 2-3 if we choose this module. These individuals may be the same ones throughout each module. Additionally please provide a count of the technical team members from TPAA? We have a full time staff of three. Is there any dedicated time planned by TPAA for its personnel to engage in this assignment? Not sure at this time depends on the program selected. Should we assume training the business users part of scope? Yes
4	ERP Implementation RFP_California -Exhibit A	We assume that TPAA has a technical team that will perform the data extraction from the current system and help in data cleansing, mapping etc. Please clarify.	No we would need the help from the new provider.
5	ERP Implementation RFP_California -Exhibit A	Does TPAA has any timeliness for system go-live?	We are looking to mirror our current system for Jan - Mar 2022 and go live in April of 2022 if all goes according to plan.
6	ERP Implementation RFP_California -Exhibit A	We provide consultancy services on process mapping and ERP evaluation. Please suggest if this is also part of scope or TPAA has already selected an ERP suite.	Part of the scope
7	ERP Implementation RFP_California -Exhibit A	Please specify a high level view of business processes (for financials, procurement, absence with Core HR, payroll, supply chain management) which are in scope of this transformation.	We send all data to our back office via "Sharefile" site.
8	ERP Implementation RFP_California -Exhibit A	Please share a high-level applications and IT landscape view, that is being used to manage financial, HR (Absence with Core HR, Payroll), procurement, supply chain management systems.	We send all data to our back office via "Sharefile" site.
9	ERP Implementation RFP_California -Exhibit A	Please share for how many legal entities/locations/regions the new system will be applicable to?	One location which is our Charter Academy
10	ERP Implementation RFP_California -Exhibit A	Are there any 3rd party systems present in the current IT landscape with respect to the different in scope areas, that will need to be integrated with? •HR: •Finance: •Payroll: •Procurement: •Supply Chain and Manufacturing: If yes, how many integrations are used and what integration platform is being used or how are the integrations currently done (e.g. APIs available) ?	No. We use our back office for everything.
11	ERP Implementation RFP_California -Exhibit A	Kindly provide an idea of the high level volume with regards to the data conversion objects which are part of Data migration scope for the ERP system- like customer, supplier masters in procurement, items master migration, AR invoices, AP invoices, GL transactions, Supply chain material management? What is the volume of AR invoice, Receipt, customer, supplier? How many years of historical data needs to be migrated?	TBD
12	ERP Implementation RFP_California -Exhibit A	What is the approximate total numbers of reports TPAA expects from new ERP system which will cater needs of current TPAA ERP subscribers, users?	TBD. We would like to have the ability to run as many as need
13	ERP Implementation RFP_California -Exhibit A	How well documented is AS-IS state of current systems in scope ?	
14	General query with regards to project delivery	Could the project be delivered from offshore teams or a hybrid team (onsite+offshore)? What is the preferred work shift timings during/after implementation? Please indicate over Application Support timelines post Go live?	No. We want vendor in the States. Mirror current system for Jan-Mar 2022 go live in April 2022.
15	Proposal Response Requirements -Section 5	Section 5 mentions, TAB 1 to TAB 5 sections for providing various proposal details. Is there any format which we need to adhere to, for providing proposal response? If Yes, Please share the format.	No. Whatever is your preference.