

Modifications

DFS FL PALM ITN 1617-07

Florida Planning, Accounting and Ledger Management Project (Florida PALM)

Software and System Integrator Services

Addendum #1

Attached below are the questions and answers related to this solicitation and modifications to some of the ITN Documents.

The remainder of this page is intentionally left blank

Modifications

The following ITN documents have been modified in Addendum #1 and are hereby replaced in Addendum #1. All modifications are provided in Track Changes within each document with the exception of Attachment C which only included an update to worksheet 2. Software to add a "Phase #" for tables 1 and 2.

Invitation to Negotiate (ITN) Number DFS FL PALM ITN 1617-07 Revised 12/19/2016

Attachment A – Overview of Current Program

Attachment C – Cost Reply Instructions and Workbook

Attachment D – Technical Reply Instructions

Attachment E – DD2 Tool Instructions

Attachment H – Definitions

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q1		Is there any service provider for similar services currently? If yes, please share the name along with last year expenditure.	The Department does not have a current contract for Software and System Integrator Services for providing a Financial Management Solution as specified in this ITN. Refer to ITN Attachment A for information about FLAIR and CMS.
Q2		Do you have not to exceed budget limit on this project?	No. Funding is appropriated by the legislature. Please reference Section 6, line 2317A in the General Appropriations Act (GAA) House Bill 5001 (2016) for information related to the Project's current year budget.
Q3		Could you please share the historical level of efforts for this current project?	Refer to ITN Section 1.2, Background for historical Project information.
Q4		Could you please provide us bill rate & pay rate for consultants working under current contract?	Refer to the answer to question Q1.
Q5		Where will you seek funding for this contract?	The Project will seek funding utilizing the state of Florida's budget process as defined in section 216.023, Florida Statutes (F.S.).
Q6		Do you have an anticipated project cost that you can provide?	No.
Q7		Who is the technical point of contact for this project?	The Purchasing Agent is the sole point of contact from the date of this ITN's release until award. See ITN Section 1.8 for details. For technical questions associated with accessing DD2, see ITN Attachment E, Section 1.2.1.
Q8		What vendor provides the existing solution and how long has it been in place?	Refer to the answer to question Q1.
Q9		What additional related services do you expect to procure as part of this project? (i.e. iv&v services, integration, etc.)	Refer to https://www.myfloridacfo.com/floridapalm/procurement/executed-contracts/ for information related to the Project's anticipated procurement of services.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q10		Will there be a pre-bid conference associated with this ITN? It did not see a mention of one in the documents.	There will not be a pre-bid conference associated with this ITN.
Q11		In looking around in DD2 I noticed that we don't have an option in the support field if we have a requirement that is delivered rather than configuration or customization. For those that would not require configuration or customization, would we leave this field blank?	Refer to ITN Attachment E, Section 1.5, page 8, third paragraph for instructions on the support field choices.
Q12		Has the Evaluation Committee been posted?	No.
Q13		Can you ask the State to send the Cost Reply Worksheets 1-10 in Excel format so we can populate them? They were sent in pdf. No functionality for the calculations.	The Vendor Bid System only supports PDF attachments. Refer to https://www.myfloridacfo.com/floridapalm/procurement/itn-supporting-information/ for the Excel formatted document of the Cost Reply which includes calculations/formulas. The document can be obtained from the Purchasing Agent or will be available on the link provided.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q14		Due to significance of answers to these questions in our response, we would respectfully like to request the posting of questions, currently stated as December 19th, to be moved up by two weeks to December 5th. If that is not possible, would the state please consider to move the deadline to submit replies, currently stated January 24th 2017, back by at least 2 weeks. Thank you for your consideration.	The deadline for submitting Replies will remain the same (January 24, 2017), unless ITN Section 2.2 is amended prior to that date.
Q15		The Attachment references the Office of the CFO, Division of Accounting & Auditing, and Division of Treasury as stakeholder groups. Can you provide list of the names and /or descriptive characteristics of any additional stakeholder groups that will be impacted by the changes flowing from this initiative?	Refer to Addendum 1 for revised ITN Section 1.10 for the Pre-DDI Communications Plan and Pre-SSI OCM Strategic Plan. The document can be obtained from Purchasing or will be available on the link provided.
Q16		Is the Information Warehouse intended to be replaced or revised to accommodate the new system?	Refer to ITN Attachment B, Section 1.
Q17		How many users will utilize the Information Warehouse?	Respondents should propose their approach to the number of users with access to the data warehouse. Refer to ITN Attachment D, Section 1.8.1.
Q18		How many data sources will feed the Information Warehouse?	Respondents should propose their approach to include data from current and new sources. Refer to ITN Attachment D, Section 1.13.2.8.
Q19		What is the frequency of updates to the Information Warehouse?	Refer to ITN Section 1.10 for the FLAIR/CMS Interface List which includes the current update frequency.
Q20		Can you provide examples of entry made in Departmental FLAIR and overnight offsetting entry?	Refer to Addendum 1 for revised ITN Section 1.10 for a link to the FLAIR Procedures Manuals.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q21		Is there a need for separate Departmental FLAIR and Central FLAIR or can they be incorporated in same systems using different organization codes to meet reporting and security needs and removing timing differences?	Respondents should propose their recommended solution for replacing Departmental and Central FLAIR functionality.
Q22		Have you modernized your chart of accounts for current applications?	Refer to ITN Attachment A, Exhibit A, for state standard/agency unique master data elements.
Q23		How many end users use FLAIR in the current environment?	Currently FLAIR has the following end users: Central FLAIR 170 Departmental FLAIR 6,603 Payroll 515 Information Warehouse <i>Not captured</i>
Q24		How many end users use CMS in the current environment.	Currently CMS has 492 end users.
Q25		Is there an existing LMS system that the state will continue to utilize, or is that expected to be part of the solution?	Refer to ITN Attachment A, Section 4, for information on current end user support. Respondents should propose their recommended approach for end-user training.
Q26		Will project related communications be restricted to internal (i.e., DFS) audiences, or would there be communications with external stakeholder groups as well? If so, please provide the names and/or descriptive characteristics of those external stakeholder groups.	Refer to the answer to question Q15.
Q27		The Attachment references some web sites as frequently used internal/employee communications channels. What communication channel(s) is/are preferred by the majority of current FLAIR and CMS users?	Refer to ITN Attachment A, Section 4.2, for information about current communication methods. There is no stated communication channel preference.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q28		How many employees (Exempt, Non-Exempt, and Represented) are expected to be directly affected by the changes flowing from this initiative? In what cities/towns are they located?	Refer to ITN Attachment A, Section 5.8 for payroll processing information. No additional information is known at this time.
Q29		Can you describe how the process of communicating with Represented Employees may differ from that of communicating with Exempt and Non-Exempt personnel?	There are no current communication process differences between employee types as it relates to FLAIR Payroll processing.
Q30		Attachment A references the preparation of IRS Forms 1099. How many Contract Personnel are expected to be directly impacted by the changes flowing from this initiative, in what Divisions/Departments do they work, and where (city/town) are they located?	For tax year 2015, the Department processed 1099 forms for 9,398 vendors. No additional information is available at this time.
Q31		How will the LAS/PBS integrate with FLAIR since it is out of scope and assuming there will be significant modernization of the chart of accounts in FLAIR?	Refer to ITN Section 1.10 for the Standardized Business Process Models. Respondents should propose their approach for each FFMS integration. Refer to ITN Attachment D, Section 1.13.2.6.
Q32		Upon review of information needed to complete the response will you accept the information formatted in 1.13.1 (A-D) included within a comprehensive response in Section 1.13.2 for each service area?	Refer to Addendum 1 for revised ITN Attachment D, Section 1.13.1.
Q33		Can you please clarify if Transition should be treated as an implementation service and has its own 10 page limit?	Yes. Transition should be treated as an implementation service and has its own 10 page limit.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q34		How many DFS & Agency non-technical personnel currently support FLAIR?	We assume non-technical personnel that currently support FLAIR is specific to personnel from the DFS Division of Accounting and Auditing that support agency FLAIR processing. There are 169 FTEs that support FLAIR. No additional information about agency non-technical personnel is known at this time.
Q35		How many DFS & Agency non-technical personnel currently support CMS?	We assume non-technical personnel that currently support CMS is specific to personnel from the DFS Division of Treasury that support agency CMS processing. There are 11 FTEs that support CMS. No additional information about agency non-technical personnel is known at this time.
Q36		What is the length of the time frame to be considered for the department's Fiscal Year-end activities constraint?	Refer to ITN Attachment A, Section 2.12, for information regarding agency activities related to reconciliation and financial reporting.
Q37		Will you provide detailed schedule of all Agency processes that have the constraints we must be aware of, when they begin in a calendar year and the duration of the constraint?	Refer to the answer to question Q36. Refer to http://www.myfloridacfo.com/Division/AA/Links/default.htm for the 2016 Comprehensive Annual Financial Report Closing Schedule. No additional information is available at this time.
Q38		The Department is evaluating opportunities to implement project portfolio management (PPM) and other Project Support Tools software prior to DDI Phase 1. The Contractor must support a seamless integration with the Department's PPM or transition the Department to the Contractor's PPM; what tool is the Department using to support PPM activities?	The Florida PALM Project is currently using Microsoft Office and SharePoint to support project management activities.
Q39		Will DFS personnel be assigned to support the Organizational Readiness work stream, and if so, in what capacity, and will such support be part-time or full-time?	The Department intends to dedicate full-time resources to the organizational readiness activities. Refer to ITN Attachment D, Section 1.14. Respondents should propose their approach to Department staffing in their Reply.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q40		Leadership advocacy is a critically important element of organizational change. To what extent will DFS Leaders be available to the IBM Change Management Lead for informational interviews, surveys, and workshops in planning and executing the Change Readiness program?	Refer to ITN Attachment D, Section 1.13.2.2. Respondents are requested to propose in their Replies how different stakeholder groups (including DFS Leaders) will be expected to provide support.
Q41		Achieving organizational readiness relies upon -- among other strategies and tactics -- effective stakeholder engagement. To what extent does DFS support the active (and likely part-time) involvement of selected personnel in a "Change Agent Network" that will support stakeholder outreach and engagement throughout the project's life cycle?	Refer to the answer to question Q15.
Q42		Does DFS permit the use of on-line tools for the development, distribution and analysis of surveys and/or questionnaires? If there are preferred tools for such data collection, please describe them.	Yes. Respondents should propose their recommended tools. There are no preferred tools at this time.
Q43		Will you provide an Organizational Chart and position descriptions, progression levels and compensation ratings and ranges assigned to all currently occupied Job Roles in the impacted employee population?	Refer to ITN Section 1.10 for the Project's Current Organizational Chart. No additional information is known at this time.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q44		The impacts of Business Process Redesign on employee job functions can be assessed by the Change Management team from the project perspective. However, external resources would be needed to extrapolate the impact of such Business Process Redesign changes on the entire State of Florida. What are DFS' expectations in this regard?	Refer to ITN Attachment D, Section 1.13.2.2. Respondents should propose how different stakeholder groups (including external resources) will be supported in their Reply.
Q45		Does DFS now use pre-defined readiness check-lists/scorecards? If so would these be provided to IBM for use on this initiative?	No. There are no pre-defined readiness checklists/scorecards to be provided at this time.
Q46		The Attachment references identifying: "...a list of items for the Department to consider in determining a timeline of decommissioning the current financial management solution." Typically, such recommendations would flow from the IBM Functional Lead(s) engaged in designing, developing and delivering the solution. What does DFS see as Change Management's role in this area?	Respondents should propose their recommended approach for organizational readiness services.
Q47		Do you intend for all reports to be sourced from Information Warehouse?	Respondents should propose their recommended approach for implementing the State's reporting needs. Refer to ITN Attachment D, Section 1.13.2.4.
Q48		Do you favor dashboards or reports and how do you want to access them?	Respondents should propose their recommended solution for dashboards/reports. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models and the Report Listing for Level 2 Standardized Business Process Models which include information about the State's anticipated reporting needs.
Q49		How many current reports approximately are in scope for future system and what is their complexity?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models and the Report Listing for Level 2 Standardized Business Process Models which include information about the State's anticipated reporting needs.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q50		How many dashboards are in scope and what is their complexity?	Refer to the answer to question Q48.
Q51		Do you need drill down capability from reports or dashboards to transaction level of detail?	Refer to Business Requirements presented in the DecisionDirector tool for requested reporting capabilities.
Q52		Do you anticipate users outside of A&A, Treasury and Agencies?	Yes. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about anticipated roles.
Q53		Are you considering account reconciliation automation to improve close efficiency?	Respondents should propose their recommended solution for closings.
Q54		Do you have need for intercompany matching (between departments or between Central and departments)?	The question is unclear.
Q55		Regarding this statement - The training curriculum shall include the recommended priority and prerequisites of training, specific training courses and topics, and Contractor and/or commercially available courses - is the cost for commercially available courses to be included in the vendors proposed cost ?	Yes.
Q56		For Train the Trainer, will the state Training Team (of 5 + 1 Supervisor) be the only ones delivering end user Training, or will any other State Representatives (Super User, Agency Leads, etc.) be training their fellow employees?	Refer to ITN Attachment B, Section 6.13. No additional information is known at this time.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q57		RFP Statement : "All Agencies within a wave shall deploy at the same time. The deployment period shall be no more than two-years and include only one Fiscal Year-end Closing. The deployment must not be less than twelve months. " Question: Please define exact scope of what the State determines is within "deployment period". For instance, does this include post-go live support maintenance?	Refer to ITN Attachment B, Section 6.15. Respondents should propose their recommended approach for defining the deployment period and post-implementation support.
Q58		Please confirm that Transition Services will encompass the transfer of all leased facilities and leased equipment, software, hardware, to the Department or a subsequent contractor?	Refer to ITN Attachment B, Section 7, for Transition Services specifications.
Q59		Can the referenced "Communication Plan for transition activities" be embedded in the overall project Communications Plan?	No.
Q60		The Present Value of the Total Fixed Price Cost is calculated below in cell D3 and will be used in the formula to score the Cost Reply as specified in ITN Section 4.2.3.4. Is the total of cell D3 calculated only from Worksheet 1?	Yes. Refer to the answer to question Q13. The Excel version of the Cost Reply will illustrate this answer.
Q61		If the total of cell D3 is not only from Worksheet 1, what specific worksheet totals are feeding into D3.	Refer to the answer to question Q60.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q62		Regarding renewal periods that could extend to FY 40/41 - it is clear that we need to provide HW/SW/Services etc thru Deployment + 12 months post implementation support for each Phase; if we price renewal periods beyond this period, how will the state normalize the cost when one vendor submits for example 5 years of scope & related cost and another vendor submits 20 years of scope/cost?	Refer to ITN Attachment D, Section 1.12.3. Respondents should propose their approach for renewal periods in their Reply. Refer to ITN Attachment C, "0. Overview" tab and ITN Section 4.2.3.4 for how cost will be scored.
Q63		Table 1 includes a table only for DDI Phase 1. Do we include software for all phases in this one table?	Refer to Addendum 1 for revised ITN Attachment C, "2. Software" worksheet.
Q64		Is this worksheet feeding into cell D3, for scoring?	Refer to the answer to question Q60. All proposed costs necessary to meet the Department's specifications in the ITN must be represented in a Deliverable on Worksheet 1, including products or Services represented on Worksheets 2 through 6 of the Cost Reply. Refer to ITN Section 4.2.3.4 for how cost will be scored.
Q65		We assume SW will be billed separately and therefore it will NOT be included in WS1, please confirm.	Refer to the answer to question Q64.
Q66		We assume Infrastructure will be billed separately and therefore it will NOT be included in WS1, please confirm.	Refer to the answer to question Q64.
Q67		We assume Customizations will be billed as deliverables and therefore it WILL be included in WS1, please confirm	Refer to the answer to question Q64.
Q68		How does the State expect to be invoiced for Software?	Refer to Attachment G, Section 11.
Q69		How does the State expect to be invoiced for Infrastructure?	Refer to the answer to question Q68.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q70		How does the State expect to be invoiced for Facilities?	Refer to the answer to question Q68.
Q71		Should the vendor provide the cost for Train the Trainer training in this workbook? If not, where should those costs be provided?	Refer to the answer to question Q64.
Q72		Should the vendor provide the cost for end user training in this workbook? If not, where should those costs be provided?	Refer to the answer to question Q64.
Q73		Will the "estimated costs of risks" be used in the pricing evaluation? If so, please explain how?	No.
Q74		Please provide the State's definition of "Major Risks."	Refer to Addendum 1 for revised ITN Attachment H which includes a definition for Major Risks.
Q75		Performance bond requirement is for 1x the contracts initial term value. What does this include and exclude (Services, HW/SW etc). How many years or what scope is covered by the initial term?	Refer to ITN Attachment G, Sections 2.3 and 18.4.
Q76		Can you clarify what is meant by 'bidding preferences' in the following statement: An opinion of out-of-state Respondent's attorney on bidding preferences?	Refer to ITN Section 3.4.5.
Q77		Reference to Section 5 of ITN Attachment B - Project Specifications -Project Specifications- Section 5 of the ITN does not include Attachment B - Can you provide?	Refer to the answer to question Q32.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q78		Table D-8 includes a column for Proposed Acceptance Criteria - please confirm that the intent for the content in this column is to identify the key data elements for each deliverable?	Proposed acceptance criteria should describe key components of the deliverable, not key data elements.
Q79		Will you provide FLAIR Study Attachment 1, Section 1.2.1 General Cost Model Assumptions? We cannot locate Attachment 1 for the FLAIR Study	Refer to ITN Section 1.10 for the FLAIR Study which includes Attachment 1 embedded within the PDF file.
Q80		Instructions state to include where key staff have worked together in Table D-12-A; what column should this information be entered in?	Refer to Addendum 1 for revised ITN Attachment D, Section 1.14.1.
Q81		Can you provide the intended financial structure for the SLA financial consequences?	Refer to ITN Attachment G, Section 24.10.
Q82		If SI uses network of off site delivery centers both in and outside the continental US do we need to specify where work is performed"?	Refer to ITN Attachment G, Section 5. Duties should be primarily performed at the Contractor-supplied offices and facilities in Tallahassee, FL. Refer to ITN Attachment D, Section 1.6. Respondents should provide the list of proposed office locations for performance of proposed tasks.
Q83		State Data that is Confidential Information, which is generated, used, or stored by Respondent will reside and remain in the United States. If the confidential data is masked, will the State allow for the use of it outside of the United States. (i.e., we're not storing it outside US?)?	Refer to ITN Section 1.4 for the Mandatory Minimum Qualifications related to Confidential Information.
Q84	ARB3011	Is the requirement to calculate a flat fee for outstanding amount, calculate interest on outstanding amount or to do both?	Both.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q85	ARB3024 ARB3043 ARB3050	Is the requirement to treat open receivables from a point in time using standard loan concepts such as principal, interest rate, present value etc?	The types of receivables and the treatment of the outstanding amounts will vary based on operational, statutory, contractual, or court ordered criteria that may be applicable.
Q86	ARB3026	Is the requirement to customize the invoice at the time of invoice generation? Should this ability be available as an ad hoc function depending on the customer and/or scenario?	Respondents should propose their approach for meeting the requirement for invoice printing.
Q87	ARB3031	Is the ability to mass change account coding be done prior to or after invoicing has occurred? Also could you provide scenarios in which this would occur.	Respondents should propose their approach for meeting the requirement for mass change functionality.
Q88	ARB3048	Please explain the scenario to calculate interest and tax free week. Should the calculation of interest and tax calculation be consider as mutually exclusive scenarios?	Respondents should disregard the example provided in the requirement ("tax-free week"). The requirement refers to a specified period of time that interest may not be charged.
Q89	ARB3094	Is this requirement limited to the customer address information, specifically allowing the ability to have a one time address for customer billing?	The requirement is for the ability to update the customer information without permanently changing the customer record.
Q90	ARB3270 ARB3271 ARB3272 ARB3273	Is this requirement for an upload of the specific file types to associate the file with a system transaction type such as customer, invoice, deposit, etc. as an attachment, or should the upload be to select data elements from the file to populate system field values?	The identified requirements are referring to an upload of the specific file types.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q91	P2P3000	1099 Processing - has the ability to provide the ability to utilize a single taxpayer ID number, but based on your requirement of "issued through outside bank accounts that have been posted to Florida PALM", what are your expectation for this?	The requirement is related to any disbursement recorded against a vendor record in Florida PALM, whether the payment is issued through Florida PALM or through revolving account. Refer to ITN Attachment A, Sections 2.4 and Section 2.7 for information regarding the State's current cash management and vendor management functions. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about the anticipated 1099 procession functions.
Q92	P2P3001	1099 Processing - Can you explain "maintain issued 1099", doesn't not have the capability to store printed documents? All 1099 data used for the forms will be maintained?	Copies of issued documents are anticipated to be maintained and all data used to generate 1099 forms will be maintained.
Q93	P2P3012	1099 Processing - Will need more information regarding "Foreign Person's U.S. Source Income Subject to Withholding" requirement	Refer to https://www.irs.gov/uac/about-form-1042 for information regarding Form 1042. No additional information is known at this time.
Q94	P2P3016	1099 Processing - What is your current process to distinguish between increased expenditures and reduced revenue?	The State utilizes the Object Code to discern whether the transaction is an expenditure or a revenue transaction. Refer to ITN Attachment A, Section 2.7 regarding information on current 1099 form processing.
Q95	P2P3022	1099 Processing - Can you provide further details on how the State of Florida processing its IRS Form 945?	This process is similar to other federal form filings for the State. Refer to ITN Attachment A, Sections 2.7 and 2.9 regarding 1099 form processing and filings.
Q96	P2P3024	Data Integration - What is meant by "Real Time"? Do you require the ability to have a real time capability to the supplier data base file?	Respondents are to propose their real time capabilities. Real time does not include overnight or batch processing.
Q97	P2P3030	Data Integration - Can you go into more detail on creating an electronic invoice via a specific website?	The requirement is for the ability to receive invoices from vendors electronically through a URL. Respondents should propose their recommended approach for electronic invoicing.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q98	P2P3032	Data Integration - How is the State of Florida currently uploading the Federal Debarment List?	The Federal Debarment List is not uploaded to FLAIR. Prior to payment processing, vendor records are compared with the data in Lexus Nexis, results are manually reviewed, and action is taken (if needed).
Q99	P2P3037	Data Integration - On the IRS/TIN data, can you explain to which external database this information needs to go to?	The requirement is related to providing MFMP the results of the IRS/ITN match.
Q100	P2P3041	Accounts Payable - Could further explanation please be provided on complexity the State of Florida requires?	Respondents should propose their recommended approach for maintaining confidential information.
Q101	P2P3042	Encumbrance - Please provide more clarification on "Closing all open encumbrances", does State of Florida need to be able to close out all open/unprocessed requisitions and purchase orders?	Respondents should propose their recommended approach for managing encumbrance balances from fiscal year to fiscal year. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about the State's anticipated encumbrance process.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q102	P2P3053	Encumbrance / Integration- For what purpose is using the travel auth request # for a single traveler as your encumbrance #? Does this information need to be integrated to another application?	The purpose is to provide a tracking and reconciliation mechanism. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about the State's anticipated travel and encumbrance processes, including how Florida PALM will integrate with outside business systems.
Q103	P2P3054	Encumbrance - For what purpose is using the travel auth request # for multiple travelers as your encumbrance #? Does this information need to be integrated to another application outside of core ERP ? For instance does a Travel & Expense system need to be included in scope of PALM ?	A Statewide Travel System will be developed (per Proviso 1965A, 2016-2017) and is expected to interface with Florida PALM to send authorization and reimbursement requests. Respondents should propose their recommended approach for managing encumbrances associated with travel. Refer to the State's Proposed Standardized Business Process Models for Level 2 Standardized Business Process Models in ITN Section 1.10 for more information about how Florida PALM anticipates integrating with travel expenses.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q104	P2P3062	Encumbrance - How or Why would an appropriate agency need to modify the encumbrance request?	Encumbrances may need to be adjusted for changes in chart of account code values or for changes in amounts. Respondents should propose their recommended approach for managing encumbrances. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how the encumbrances are anticipated to be modified.
Q105	P2P3063	Encumbrance - Could you provide more detail on this requirement?	The requirement is related to the agency override functionality. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about the State's anticipated override functionality.
Q106	P2P3065	Encumbrance - What is the purpose of adding detail (Supplier name, description, etc) to submit for approval?	The detail is necessary to ensure adequate information is captured about the encumbrance in order to establish the obligation. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how the encumbrances are anticipated to be generated.
Q107	P2P3067	Encumbrance - Will the data from external systems get integrated into P2P applications?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how Florida PALM anticipates integrating with external systems.
Q108	P2P3077	Inquiry and Reporting - Could you provide more information regarding a separate view of all edits to warrant profiles, source tables, etc.?	The requirement is regarding the ability to access the issuance information and history of any modifications to warrants.
Q109	P2P3078	Inquiry and Reporting -Can you please provide additional information?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how the warrant cancellations are anticipated to be performed.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q110	P2P3084	Inquiry and Reporting - Can you define "Real Time", all data being reported will come from tables?	Refer to the answer to question Q96.
Q111	P2P3087	Inquiry and Reporting - Ad-Hoc reporting can be done using queries that can be user defined. Is there other user defined reported that you can provide information on for this section?	Refer to the answer to question Q49.
Q112	P2P3088	Inquiry and Reporting - Could you provide more details on this requirement, is the goal here to import reports into from Excel and Access?	The requirement is related to downloading information into multiple file types including Excel and Access.
Q113	P2P3096	Inquiry and Reporting - Are we looking for a mechanism to reconcile P-Card travel expenses automatically with reimbursement requests/ payments?	Respondents should propose their approach for meeting the requirement for reconciling PCard travel expenses and reporting on variances.
Q114	P2P3099	Inquiry and Reporting - Are you looking for some type "Real Time" notification process or a generated report that is distributed?	Respondents should propose their approach for meeting the requirement for user notifications of recurring activities.
Q115	P2P3101	Inquiry and Reporting - Can you explain this requirement, are you looking for a report that is generated from the data on an EDI transmission?	The requirement is for the ability to generate reports for use in deterring errors that occur during load from EDI files.
Q116	P2P3103	Inquiry and Reporting - Are you looking for multi-screen capabilities?	Respondents should propose their approach for meeting the requirement.
Q117	P2P3109	Inquiry and Reporting - How does the CFO currently receive a finance and accounting receipt?	Refer to Addendum 1 for revised ITN Section 1.10 for a link to the FLAIR Procedures Manuals, and ITN Attachment A, Section 2.8 for information regarding the State's invoice processing and prompt payment calculation processes.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q118	P2P3114	Inquiry and Reporting - Will "Emergency Warrants" be identified within the application?	Yes.
Q119	P2P3117	Inquiry and Reporting - Is this the approval workflow being reported on been configured within ?	The requirement is related to reporting on Workflow status with Florida PALM.
Q120	P2P3132	Inquiry and Reporting - What is the purpose of "inquire posted invoice history information: Comments.", is there a current standardized table of comments?	There is no current standardized table of comments. Respondents should propose their approach for meeting the requirement to report on comments.
Q121	P2P3135	Inquiry and Reporting - Search capability will determine on archival database and its integration to the production environment. Did you have any specific requirements on archiving data and retrieval?	Refer to Business Requirements presented in the DecisionDirector tool for requested archiving and retrieval of data.
Q122	P2P3149	Inquiry and Reporting - What is the definition of "Error Transactions"?	An "error transaction" is a transaction which contains errors that prevents complete processing.
Q123	P2P3152	Inquiry and Reporting - Duplicate Invoicing is a visual warning, do you need an actual print out report?	Yes.
Q124	P2P3153	Inquiry and Reporting - What are "Rejected Invoices"?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about rejected transactions including invoices.
Q125	P2P3157	Inquiry and Reporting - What is "Cancel Pending" status? Where are we using this functionality?	The requirement is referring to the ability to track payments that have been systematically canceled but the cancellation has not yet processed. Respondents should propose their approach for meeting the requirement for canceling and reporting on payments.
Q126	P2P3159	Inquiry and Reporting - What does it mean "Error Code and Description", what type of report is this referring to?	Respondents should propose their approach to error reporting.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q127	P2P3161	Inquiry and Reporting - Could please provide more information on "Number of offsets processed" is to develop report?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how the offset business function is anticipated to be performed.
Q128	P2P3166	Inquiry and Reporting - Can you provide an example of what a "Reason code for Invoice Rejection" and how its currently being used?	Refer to Addendum 1 for revised ITN Section 1.10 for a link to the FLAIR Procedures Manuals for more information regarding error reason codes assigned to rejected vouchers.
Q129	P2P3669	Inquiry and Reporting - What travel application are you currently using and will we need to define how travel information will be integrated into AP?	While there is currently no statewide travel application, travel reimbursements are paid through FLAIR. A Statewide Travel System will be developed (per Proviso 1965A, 2016-2017), and is expected to interface with Florida PALM. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about anticipated travel application integration.
Q130	P2P3758	Inquiry and Reporting - How is your current AP system able to store travel information like organization codes?	The State currently utilizes FLAIR for recording the accounting information, including organization codes, for disbursement transactions associated with travel expenditures.
Q131	P2P3172	Inter-agency billing - What type of information will the billing agency require from AP?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how the inter-agency due to / due from business function is anticipated to be performed.
Q132	P2P3174	Invoice Processing - Can you provide more information about paying and receiving agencies to enter/view sufficient detail to know that the invoice belongs to the Due From agency	Refer to the answer to question Q131.
Q133	P2P3175	Invoice Processing - What type of information will the billing agency require from AP?	Refer to the answer to question Q131.
Q134	P2P3177	Invoice Processing - This requirement appears to be more on the billing side with the updates, could please provide more information on this requirement on how to analyze.	Refer to the answer to question Q131.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q135	P2P3179	Invoice Processing - Can we include an acknowledgement and/or reject within a workflow approval process?	Respondents should propose their approach for meeting the requirement for returning receivables and notifying billing agencies.
Q136	P2P3180	Invoice Processing - How does this currently work in your system?	FLAIR does not currently perform this function.
Q137	P2P3200	Invoice Processing - Please provide more information on how were to interface the traveling application to ?	Refer to the answer to question Q129.
Q138	P2P3204	Invoice Processing - Please provide more information on "Indirect Cost" per user?	The requirement is for the ability of a user to limit the amount of indirect cost allowed to be included on an invoice.
Q139	P2P3216	Invoice Processing - Can you provide me with more information on what recording of: non-encumbered vendor invoices, with the appropriate security control is?	The requirement is for a set of users to have the ability to input invoices for payment that are not encumbered.
Q140	P2P3224	Invoice Processing - The current field length for Invoice numbers in is 30 which will accommodate alphanumeric, is this sufficient? Otherwise a will be required to increase the length that could impact other areas within.	Respondents should propose their approach for meeting the requirement.
Q141	P2P3231	Invoice Processing - What is a "Transparency Portal"?	Refer to ITN Attachment A, Section 2.14.4, for more information about the current transparency reporting portal.
Q142	P2P3237	Invoice Processing - Payment Number is a system generated number. Are you referring to the check number?	The term "payment number" refers to the warrant or ACH number assigned.
Q143	P2P3238	Invoice Processing - Payment Number is a system generated number. Are you referring to the check number?	Refer to answer to question Q142.
Q144	P2P3240	Invoice Processing - What type of encumbrance information will need to be available?	The requirement is for the ability to select the encumbrance to pay against at the time the invoice is entered.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q145	P2P3273	Invoice Processing - Supplier fields are pre-set on the Invoice Processing page, any changes would require a . What is the reason for any changes?	Respondents should propose their approach for meeting the requirement.
Q146	P2P3275	Invoice Processing - Where do Electronic Invoices come from? Have they been interfaced through a 3rd party application?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how electronic invoicing is anticipated to be performed, including integration with external business systems.
Q147	P2P3280	Invoice Processing - Approval Workflow processing is based on Chartfield values and expense thresholds. Why does it need to be by Vendor, object, or appropriations account?	Respondents should propose their approach for meeting the requirement.
Q148	P2P3289	Invoice Processing - What is the purpose of having a payment confidential? How is your current system handling it?	Payments may be marked as confidential to protect information pursuant to Chapter 119, F.S. or other applicable provisions of State or federal law that serves to exempt information from public disclosure. FLAIR currently allows vendors to be marked as confidential.
Q149	P2P3300	Invoice Processing - Once the data is received from MFMP and Agency Business Systems and the voucher is built, the budget processing will take place. Would this be acceptable?	Respondents should propose their approach for meeting the requirement.
Q150	P2P3301	Invoice Processing - This appears to be a Supplier entered invoice item, please confirm?	Yes.
Q151	P2P3305	Invoice Processing - How does this currently work in your system? There is no drill down to original invoicing unless its been attached ?	FLAIR does not currently perform this function. Respondents should propose their approach for meeting the requirement.
Q152	P2P3306	Invoice Processing - Could you provide more information regarding this item? Where is the DFS Sampling Audit criteria stored and how will this interface with AP?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how the audit sampling business function is anticipated to be performed. Respondents should propose their approach for meeting the requirement.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q153	P2P3307	Invoice Processing - How does Travel currently work directly with AP?	Refer to the answer to question Q129.
Q154	P2P3315	Payment Processing - How are you currently stopping payments already distributed?	Refer to ITN Attachment A, Section 2.8 for information regarding the State's payment processing functions.
Q155	P2P3330	Payment Processing - Vouchers are paid from a single source of funds like a bank. Please explain in more detail your requirement that you're looking for multiple fund sources for payment?	The requirement is for the ability to fund one payment from multiple agency funds, not multiple bank accounts.
Q156	P2P3333	Payment Processing - Please explain further on how your current system knows if there is cash available to pay voucher?	Statewide cash checking is currently performed in Central FLAIR as transactions are approved to make sure disbursements are not in excess of the current cash fund balances.
Q157	P2P3343	Payment Processing - Can you please explain the payment requirement schedule and how its applied?	The requirement refers to the ability to produce a report that shows scheduled payments in order to predict cash needs.
Q158	P2P3355	Payment Processing - Please provide more information on how the TOP works and what we need to do to integrate?	Refer to https://fiscal.treasury.gov/fsservices/gov/debtColl/dms/top/debt_to_p.htm for information regarding the Treasury Offset Program. Respondents should propose their recommended approach to participating in the Treasury Offset Program.
Q159	P2P3356	Payment Processing - Please provide more information on how this functionality currently works?	Currently, if a levy is received from the Federal Government in written/paper format, the vendor record is flagged by A&A and any payment requests are denied until the levy is removed by the Federal Government.
Q160	P2P3366	Payment Processing - Please provide more information on how the CFOs office can override disbursements based on insufficient cash?	In very limited circumstances when cash has been deposited in the bank and the accounting records have not yet been updated, the CFO's office may override disbursements rejected due to insufficient cash.
Q161	P2P3371	Payment Processing - How does this functionality currently work in payables?	FLAIR does not currently perform this function.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q162	P2P3386	Payment Reconciliation - Request more clarification on "Provide ability to automatically transfer the appropriate funds from warrants outstanding beyond the 12 month period to the Unclaimed Property Trust Fund."?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how the unclaimed property function is anticipated to be performed.
Q163	P2P3387	Payment Reconciliation - How does this functionality currently work in payables? This appears to be outside the functionality of a standard AP?	Currently, payment information, including remittance images are shared on the Vendor Payment History portal (http://flair.dbf.state.fl.us/dispub2/newvpymt4.shtml) with data from FLAIR.
Q164	P2P3339	Vendor Maintenance - Can you clarify this requirement, why would " for agencies to charge the payable to one vendor and make the payment to another vendor when authorized and documented?"	An example is an IRS tax levy or another similar offset where the disbursement is recorded against the vendor providing services but, the payment is issued to another entity.
Q165	P2P3419	Vendor Maintenance - Need more information on which applications will need to be interfaced with and how they'll be able to link with them?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how vendor records, including integration with other business systems, are anticipated to be updated.
Q166	P2P3438	Vendor Maintenance - Once a supplier has been designated as inactive, they're no longer available within the applications. Can you provide a reason for this requirement?	The requirement is for the ability to allow a vendor to be paid for goods and services received prior to the inactivation date.
Q167	P2P3462	Vendor Maintenance - Not understanding what "Permanently staffed Office: Yes/No" means. Can you provide more information?	The requirement is to capture whether a vendor has staff located in the state of Florida.
Q168	P2P3464	Vendor Maintenance - Credit Card Yes/No, is this an item that is critical?	Respondents should propose their approach for meeting the requirement.
Q169	P2P3480	Vendor Maintenance - Can you explain what you mean by "Different Role based Security for specific Vendor". How do you currently configure your vendors?	The requirement is for the ability to vary which elements of the vendor record is available to users based on their role security. Refer to ITN Attachment A, Section 2.7 for information regarding current vendor management.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q170	P2P3482	Vendor Maintenance - doesn't have the ability to secure specific supplier from view. How do you current do this and we'll see if we have alternative configuration possibilities.?	Refer to ITN Attachment A, Section 2.7 for information regarding current vendor management.
Q171	P2P3492	Vendor Maintenance -This appears to be a web-based Vendor entry requirement. Can you confirm the supplier database does not provide this functionality?	Refer to ITN Attachment A, Section 2.7 for information on the current TIN matching function performed by the Department.
Q172	P2P3506	Vendor Maintenance - Can you explain what the "Encumbrance Request transaction Workflow" is in more detail? How is it currently working in your system?	FLAIR currently does not have this functionality. The requirement is for the ability to route encumbrance transactions through workflow for approval.
Q173		Background: The State has extensive requirements regarding tracking budgets and encumbrances against grants. Question: Where will pre-encumbrances (Po requisitions) and encumbrances (purchase orders) will reside? In order to check them against grant budgets, they should reside in the same system as Grants.	Respondents should propose their approach for meeting the requirement for encumbrances.
Q174	P2P3024	Data Integration - Where is the vendor master going to be maintained? Inside or in Statewide Vendor File? Is Statewide Vendor File a different system from MFMP?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how vendor management is anticipated to be performed.
Q175	P2P3026	Data Integration - Is this EFT return file a positive pay file?	No. The EFT return file includes EFT payments that were unable to be processed (posted) to vendor bank accounts.
Q176	P2P3038	Data Integration - Does this mean electronic invoices?	No. The requirement is referring to data received by Florida PALM.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q177	P2P3039	Inquiry and Reporting - Please further describe document images need to be stored? Invoices only?	The requirement is referring to the ability to attach documents (e.g., images of invoices, warrants, and supporting documents) associated with a transaction in the business process which are received from an external source.
Q178	P2P3103	Inquiry and Reporting - The PCard solution refers to the provider's Web-based portal which Agencies will use from 2017? Where will these images be stored?	The requirement is referring to the anticipated implementation of a web-based PCard solution. No additional information is known at this time.
Q179	P2P3115	Inquiry and Reporting - Payment will be made outside AP as manual payment? If Pcard invoices are not paid then they will stay as open liability in the system.	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models for more information about anticipated PCard functionality.
Q180	P2P3118	Inquiry and Reporting - Please provide list of activities	The requirement is referring to reporting on a set of defined activities by User ID. Respondents should propose their approach for meeting the requirement for reporting defined activities by User ID.
Q181	P2P3134	Inquiry and Reporting - Need more info. What is Type, object code?	The Department does not currently have a list of payable types. Refer to ITN Attachment A, Exhibit A for a description of object code.
Q182	P2P3158	Inquiry and Reporting - What activities? Please give list	Respondents should propose their approach for meeting the requirement for reporting on daily activities.
Q183	P2P3159	Inquiry and Reporting - What errors? Please give list	The requirement is referring to errors that occur during the processing of P2P transactions. Respondents should propose their approach for meeting the requirement for error reporting.
Q184	P2P3160	Inquiry and Reporting - What transactions? Please give list	Respondents should propose their approach for meeting the requirement for correcting transactions and reporting on those corrections.
Q185	P2P3161	Inquiry and Reporting - What are Offsets - AR & AP netting Or Applying Cr memo?	Refer to the answer to question Q127.
Q186	P2P3162	Inquiry and Reporting - Please explain processing of Liens in AP.	Liens are examples of payment offsets. Refer to the answer to question Q127.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q187	P2P3169	Inquiry and Reporting - Are Employee earnings going to be processed from AP?	Respondents should propose their approach to meeting the requirement.
Q188	P2P3669	Inquiry and Reporting - Is Travel and Expense functionality in scope?	Refer to the answer to question Q129.
Q189	P2P3686	Inquiry and Reporting - Is Travel and Expense functionality in scope?	Refer to the answer to question Q129.
Q190	P2P3758	Inquiry and Reporting - Is Travel and Expense functionality in scope?	Refer to the answer to question Q129.
Q191	P2P3200	Invoice Processing - Employee Reimbursement from AP?	Respondent should propose their approach to meeting the requirement.
Q192	P2P3268	Invoice Processing - Please explain Warrant processing in AP. Is it a Payment Method to be treated similar to Check payments?	The terms "check" and "warrant" are synonymous. Refer to ITN Attachment A, Section 2.8.4 for information regarding current payment processing and ITN Section 1.10 for the State's Proposed Standardized Business Process Models for more information about how payment processing is anticipated to be performed.
Q193	P2P3281	Invoice Processing - Do separate invoices need to be created for these interest payment transactions?	Respondent should propose their approach to meeting the requirement.
Q194	P2P3291	Invoice Processing - Is this similar to Payment Escheatment?	Yes.
Q195	P2P3302	Invoice Processing - What transactions? Is this for invoice upload?	Refer to ITN Attachment A, Section 5.7 for more information on statistical information for payment processing and ITN Section 1.10 the State's Proposed Standardized Business Process Models for more information about how payment processing is anticipated to be performed.
Q196	P2P3303	Invoice Processing - Is this for performing budget checks for spreadsheet vouchers load?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about integration of direct load payments anticipated to be performed.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q197	P2P3304	Invoice Processing - These payments are made outside AP? Will invoices exist for these payments or not in scope?	Refer to the answer to question Q196.
Q198	P2P3309	Module Integration - Need more input. Please give examples of these data elements.	Respondent should propose their approach to meeting the requirement.
Q199	P2P3314	Payment Processing - Will funds transfer happen between agencies or not in this case?	Agencies currently accomplish this functionality by using journal transfers. Journal transfers do not result in movement of cash between bank accounts. Journal transfers result in an accounting entry to record movement of cash between funds. Refer to the State's Proposed Standardized Business Process Models in ITN Section 1.10 for more information about the journal transfer functionality anticipated to be performed.
Q200	P2P3326	Payment Processing - Is this for validating vendor bank account details before making payment?	Yes.
Q201	P2P3338	Payment Processing - Contact information has to be displayed on both - printed and electronic - payment formats?	Yes.
Q202	P2P3349	Payment Processing - Offset with what? If against Cr memo or Prepayment, then can be done.	Refer to the answer to question Q127.
Q203	P2P3357	Payment Processing - Is this Statewide EFT file going to continue after system is live?	Respondents should propose their approach to meeting the requirement.
Q204	P2P3365	Payment Processing - Please explain Warrant processing in AP. Is it a Payment Method to be treated similar to Check payments?	Refer to the answer to question Q192.
Q205	P2P3374	Payment Processing - Where is the vendor master going to be maintained? Inside or in Statewide Vendor File? Is Statewide Vendor File a different system from MFMP?	Refer to the answer to question Q174.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q206	P2P3377	Payment Processing - Is this Statewide EFT file going to continue after system is live? Are payments to be made going to be entered directly in this?	Refer to the answer to question Q203. The requirement is related to authorizing users to enter EFT requests into the EFT file.
Q207	P2P3378	Payment Processing - Please explain Warrant processing in AP. Is it a Payment Method to be treated similar to Check payments?	Refer to the answer to question Q192.
Q208	P2P3380	Payment Processing - Is this for Payment cancellation?	The requirement is related to the setup of ACH for employees.
Q209	P2P3384	Payment Reconciliation - Please explain Warrant processing in AP. Is it a Payment Method to be treated similar to Check payments?	Refer to the answer to question Q192.
Q210	P2P3396	Printing and Handling - Does this relate to Express/ Ad-hoc payments? Is warrant printing done in-house or outsourced?	The requirement is for warrant generation outside of the normal payment processing cycle. Refer to ITN Attachment A, Section 2.8.4 for information regarding current payment processing.
Q211	P2P3411	Receiving - Is this for items received against POs? To be done by PO module if yes	The requirement is for all receipts of goods and services, regardless of source.
Q212	P2P3421	Vendor Maintenance - What all data and how many external systems?	Refer to the answer to question Q165.
Q213	P2P3433	Vendor Maintenance - Is the term DBA mean "doing business as" ? Please confirm	Yes.
Q214	P2P3476	Vendor Maintenance - What file/ record is being referred to?	The term refers to the source of information generating the vendor record.
Q215	P2P3490	Vendor Maintenance - Statewide vendor file maintained in scope of PALM ERP system or would be in MFMP ?	Refer to the answer to question Q174.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q216	P2P3506	Workflow - Encumbrance req means Purchase Order? Please confirm if that is in MFMP, outside of scope of PALM ERP system	Encumbrance requests and purchase orders are related but not synonymous. Refer to ITN Attachment A, Section 2.8.1 and the State's Proposed Standardized Business Process Models for in ITN Section 1.10 for more information about how encumbrances are currently and anticipated to be managed.
Q217	P2P3507	Workflow - Encumbrance req means Purchase Order? Please confirm if that is in MFMP, outside of scope of PALM ERP system	Refer to the answer to question Q216.
Q218	P2P3508	Workflow - Encumbrance req means Purchase Order? Please confirm if that is in MFMP, outside of scope of PALM ERP system	Refer to the answer to question Q216.
Q219	P2P3509	Workflow - Encumbrance req means Purchase Order? Please confirm if that is in MFMP, outside of scope of PALM ERP system	Refer to the answer to question Q216.
Q220	P2P3527	Workflow - Is this Internal type (between agencies/departments) receivables and payables?	Yes.
Q221	P2P3034	Data Integration - Where is the vendor master going to be maintained? Inside or in Statewide Vendor File? Is Statewide Vendor File a different system from MFMP?	Refer to the answer to question Q174.
Q222	P2P3093	Inquiry and Reporting - Please provide more information on control tables	Respondents should propose their approach to meeting the requirement.
Q223	P2P3168	Inquiry and Reporting - Payments made outside AP? How will a payment be recorded without the pyt being made?	Respondents should propose their approach to meeting the requirement.
Q224	P2P3204	Invoice Processing - Please provide more input, do indirect costs need to default from somewhere?	Refer to the answer to question Q138.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q225		Vendor Maintenance - Most vendors self-register through the MFMP Vendor Information Portal. Will this continue post go-live?	Yes.
Q226		Payment Processing - Are Check payments also made or only Warrants and ACH?	Refer to the answer to question Q192.
Q227		Encumbrance - Purchase Order Encumbrance accounting will continue to happen from MFMP? If yes, only budget approved POs will come to for Matching?	Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how the encumbrance functionality is anticipated to be performed.
Q228		Invoice Processing - Agencies submit invoices (payment requests) through MFMP – Will this continue post go-live? Or all invoices will be entered directly in AP?	Yes, agencies will continue to submit invoices through MFMP and directly into Florida PALM. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how invoicing anticipated to be performed.
Q229		Payment Processing - Payments are issued by journal transfer if payment is to another Agency – Does actual movement/ transfer of money happen from one bank account to another?	Refer to the answer to question Q199
Q230	A2D3001	Additions and Maintenance - Need More Information, Requirement statement not Clear.	No additional information is known at this time.
Q231	A2D3029	Additions and Maintenance - What is Meant by Directly Input Item ?	Direct input items refer to assets that are not added through the disbursement process, such as donated or seized assets.
Q232	A2D3045	Additions and Maintenance - Need More Information, Requirement statement not Clear. Need explanation about multiple Organization Ownership	The requirement is related to the ability to associate an asset with more than one organization for ownership purposes.
Q233	A2D3047	Additions and Maintenance - Need More Information, Requirement statement not Clear. What does Detail Include ?	No additional information is known at this time.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q234	A2D3060	Additions and Maintenance - Need More Information, Requirement statement not Clear. What does Detail Include ? Which value is being talked about ?	The requirement is for the "value" of an asset (i.e., asset valuation).
Q235	A2D3062	Additions and Maintenance - Need More Information, Requirement statement not Clear. What does Detail Include ?	No additional information is known at this time.
Q236	A2D3064	Additions and Maintenance - Need More Information, Requirement statement not Clear. Need explanation for ' Statewide Item Classification Code, with multiple sub-class codes' .	The requirement is for code values that allow the State to classify and sub-classify assets.
Q237	A2D3076	Additions and Maintenance - Need More Information, Requirement statement not Clear. More details on CFDA Numbers.	CFDA refers to the Catalog of Federal Domestic Assistance is a directory of the various Federal programs, projects, services and activities that offer financial and nonfinancial assistance and benefits the American public. CFDA numbers are assigned to grants from the Federal Government. Refer to https://www.cfda.gov/ for additional information related to CFDA.
Q238	A2D3077	Additions and Maintenance - Need More Information, Requirement statement not Clear	No additional information is known at this time.
Q239	A2D3079	Additions and Maintenance - Need More Information, Requirement statement not Clear. What is meant by Maintenance Vendor validated through Statewide vendor file ?	The requirement refers to the ability to associate a vendor (from a record in the statewide vendor file) who performs maintenance on the asset.
Q240	A2D3083	Additions and Maintenance - Need More Information, Requirement statement not Clear. Need explanation.	No additional information is known at this time.
Q241	A2D3084	Additions and Maintenance - Need More Information, Requirement statement not Clear. Does it mean Asset should have a criteria , it has been purchased from which fund ?	The requirement refers to the ability to record the purchase of assets in a different fund from where the asset is capitalized and reported, in accordance with GASB.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q242	A2D3094	Additions and Maintenance - Need More Information, Requirement statement not Clear. Does it mean the State is owner of Asset and it is being used by some other State ?	The requirement refers to the ability to have the ownership agency be different than the custodial agency.
Q243	A2D3103	Additions and Maintenance - Need More Information, Requirement statement not Clear.	No additional information is known at this time.
Q244	A2D3109	Additions and Maintenance - Need More Information, Requirement statement not Clear. Parameters needs to be declared.	No additional information is known at this time.
Q245	A2D3110	Additions and Maintenance - Need More Information, Requirement statement not Clear (what kind of Processing from Lessor Prospective)	The requirement refers to the ability to record lease adjustments where the State is the lessor.
Q246	A2D3116	Additions and Maintenance - Need More Information, Requirement statement not Clear (what kind of Processing from Lessor Prospective)	No additional information is known at this time.
Q247	A2D3122	Additions and Maintenance - the amounts of ' and 'payment by' terms needs explanation in this context ? Does it relate to Amount Spent on Maintenance of Utilities ?	The requirement is for the ability to capture the costs, including amount and associated accounting detail for utilities consumed by the facilities / properties.
Q248	A2D3124	Additions and Maintenance - the amounts of ' and 'payment by' terms needs explanation in this context ? What does Grounds mean here ?	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for grounds maintenance to the facilities / properties.
Q249	A2D3125	Additions and Maintenance - the amounts of ' and 'payment by' terms needs explanation in this context ? Is repair cost required to be captured ?	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for repairs to the facilities / properties.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q250	A2D3126	Additions and Maintenance - This Requirement Statement is not clear. Please further explanation.	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for parking at the facilities / properties.
Q251	A2D3127	Additions and Maintenance - This Requirement Statement is not clear. Please further explanation.	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for security at the facilities / properties.
Q252	A2D3128	Additions and Maintenance - This Requirement Statement is not clear. Please further explanation.	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for pest control at the facilities / properties.
Q253	A2D3129	Additions and Maintenance - This Requirement Statement is not clear. Please further explanation.	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for trash services at the facilities / properties.
Q254	A2D3130	Additions and Maintenance - This Requirement Statement is not clear. Please further explanation.	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for improvements to the facilities / properties.
Q255	A2D3131	Additions and Maintenance - This Requirement Statement is not clear. Please further explanation.	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for taxes for the facilities / properties.
Q256	A2D3132	Additions and Maintenance - This Requirement Statement is not clear. Please further explanation.	The requirement is for the ability to capture the costs, including amount and associated accounting detail, for insurance for the facilities / properties.
Q257	A2D3133	Additions and Maintenance - This Requirement Statement is not clear. Please further explanation.	No additional information is known at this time.
Q258	A2D3223	Disposal Retirement and Theft - What kind of disposal restriction is required and what message needs to be ?	Respondents should propose their approach to meeting the requirement.
Q259	A2D3224	Disposal Retirement and Theft - May we please have more detail on this requirement please?	No additional information is known at this time.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q260	A2D3225	Disposal Retirement and Theft - Transfer as in a process or change the name of custodian of Asset ?	The requirement refers to the transfer of the asset from one organization to another in addition to within organization (i.e., between custodians).
Q261	A2D3234	Disposal Retirement and Theft - Is a special process required ?	Respondents should propose their approach to meeting the requirement.
Q262	A2D3318	Inquiry and Reporting - What is the combination of Financial Data, Classification Structure detail required?	Financial data classification structure refers to the chart of account code structure.
Q263	A2D3321	Inquiry and Reporting - Please provide more description on the Format?	Statement of Fixed Assets refers to the capital asset disclosures within the CAFR.
Q264	A2D3354	Physical Inventory - May we please have more specifics on this requirement? Statement not clear.	The requirement refers to the ability to integrate with inventory management technology such as bar coding software. Refer to ITN Section 1.10 for the State's Proposed Standardized Business Process Models which include information about how inventory is anticipated to be tracked.
Q265	A2D3095	Additions and Maintenance - May we please have more information to know how escrow balance are captured in contract? Asset Management has capability to include tax amount in assets.	The requirement is for the ability to include in the purchase price of an asset the applicable dollars in escrow that are used to fund the purchase of the asset, not just dollars expended through the general ledger.
Q266	A2D3087	Additions and Maintenance - Requirement not Clear, need more Information.	No additional information is known at this time.
Q267	A2D3199	Depreciation - Need more information on this point.	Refer to ITN Attachment A, Section 2.10 for information related to current depreciation processes. No additional information is known at this time.
Q268	A2D3237	Disposal Retirement and Theft - More Information is required for this point .	No additional information is known at this time.
Q269	A2D3313	Inquiry and Reporting - What type of Fund ? Please provide further detail.	The requirement refers to the Chart of Accounts Fund Identifier (FID). Refer to ITN Attachment A, Section 2.2 for additional information about the State's Chart of Account codes.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q270	CSH3019	Cash Accounting - More information reqd. Location here refers to vendor/supplier location or any other location.	The Location refers to any site (i.e., facility, building, room, etc.) defined by the organization for tracking purposes.
Q271	P2P3552	Contract Administration - Requirement not clear. Need more information.	No additional information is known at this time.
Q272	P2P3557	Contract Administration - Please give us more information on what political Sub-divisioning availability is with examples.	No additional information is known at this time.
Q273	P2P3568	Contract Administration - Financial Consequences?	The requirement is referring to financial consequences as defined in Section 287.058(1)(h), F.S.
Q274	P2P3629	Inquiry and Reporting - Need more information on this requirement. "Provide ability to reserve at least 500 data fields for use."	Respondents should propose their approach to meeting the requirement.
Q275	R2R3022	Chart of Accounts - Could more information be provided on coding reduction technique.	The requirement is referring to the ability to minimize data entry through use of data entry shortcut methods.
Q276	R2R3151	Func Accounting - Please provide more information - What additional non financial information do you want to store and may we have all the examples?	Refer to Business Requirements presented in the DecisionDirector tool for requested capabilities to record non-financial data for funds.
Q277	SDS3036	Data Integration - Is this required in all pages ? Display validation errors online is delivered functionality, need more details on what is expected on printing in report format at user option.	The requirement is related to integration functionality, not user interface screens.
Q278	SDS3038	Data Integration - Is this needed for all interfaces ?, if yes, then needs as only few delivered interfaces support this.	The question is unclear.
Q279	SDS3040	Data Integration - Can we get more details to do the fit/gap mapping ?	No additional information is known at this time.
Q280	SDS3058	Data Integration - Treasury CMS - Is it or external system ?	The question is unclear.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q281	SDS3059	Data Integration - Treasury CMS - Is it or external system ?	The question is unclear.
Q282	SDS3100	Security - Depends upon what Audit is enabled ?	The question is unclear.
Q283	SDS3127	Security - How do we know it's additional access ?, Security is through Roles	The question is unclear.
Q284	SDS3128	Security - What is User Group ? What does Assign Users mean ?	Respondents should propose their recommended approach.
Q285	SDS3130	Security - What does system function mean ?, Modules or Components ?	Respondents should propose their recommended approach.
Q286	SDS3134	Security - Which are all modules this functionality ?, Information will be available in records, but in report format	The question is unclear.
Q287	SDS3175	Document Management - What specific letters are looked at ?, - Sample Dunning Letter (AR)	Refer to ITN Section 1.10 for the Standardized Business Process Models. Respondents should propose their approach for rules-based letter generation and electronic transmission of letters.
Q288	SDS3176	Document Management - What is the Imaging repository ?	Respondents should propose their recommended approach.
Q289	SDS3184	Functional System Documentation - Does this require custom user documentation ?	Respondents should propose their approach to enable users to incorporate user-defined documentation into system documentation.
Q290	SDS3293	Job Scheduling and Processing - Does this required for all reports/interfaces ?	No additional information is known at this time.
Q291	SDS3297	Job Scheduling and Processing - What transactions are in scope ?	Respondents should propose their approach for pre-validation of batch transactions.
Q292	SDS3334	Ad Hoc Query - What does mean by Organizing Queries ?	Respondents should propose their recommended approach.
Q293	SDS3339	Reporting - General Requirements - Need more details on what module/functionality this falls under ?	Respondents should propose their recommended approach to control reports.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q294	SDS3353	Reporting Portal -Could you please explain further the reporting tool ?	Respondents should propose their recommended approach.
Q295	SDS3358	Reporting Portal -Could you please explain further the reporting tool ?	Refer to the answer to question Q294.
Q296	SDS3359	Reporting Portal -Could you please explain further the reporting tool ?	Refer to the answer to question Q294.
Q297	SDS3360	Reporting Portal -Could you please explain further the reporting tool ?	Refer to the answer to question Q294.
Q298	SDS3366	Standard Report Features - Where is this functionality expected ? Some extent QUERY supports it, not to the extent of complete UI with drag and drop functionality	Respondents should propose their recommended approach.
Q299	SDS3367	Standard Report Features - Does this required in all reports ?, some delivered reports sorting, custom reports needs to be customized	The question is unclear.
Q300	SDS3371	Standard Report Features - What exactly is the requirement ? , does support download of Inquiry page and then it can be send to required people through email - Manually	Respondents should propose their approach to meeting the requirement.
Q301	SDS3372	Standard Report Features - Does the requirement is to print only what user sees on the Screen ?, if yes, then it should be through browser native feature	Respondents should propose their recommended approach.
Q302	SDS3374	Standard Report Features - Please explain Special Forms ?	Respondents should propose their approach to printing reports on forms.
Q303	SDS3379	Standard Report Features - Is it or other technologies ?	The question is unclear.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q304	SDS3391	Audit Trails - What Audit Trail needs for documentation ?, Ideally it should be version controlled with maintaining history version available within the file management system/tool	Respondents should propose their recommended approach for audit trail documentation.
Q305	SDS3456	User Interface - What type of Alerts/Triggers in scope ?	Respondents should propose their recommended approach for alerts and triggers.
Q306	SDS3469	User Interface - What is exact functionality expected here using meta tags ?	Respondents should propose their recommended approach for using meta tags/tags.
Q307	SDS3470	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q308	SDS3471	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q309	SDS3472	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q310	SDS3473	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q311	SDS3475	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q312	SDS3476	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q313	SDS3477	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q314	SDS3478	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q315	SDS3479	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q316	SDS3480	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q317	SDS3481	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q318	SDS3482	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q319	SDS3483	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q320	SDS3484	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q321	SDS3485	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q322	SDS3486	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q323	SDS3487	User Interface - What is exact functionality expected here using meta tags ?	Refer to the answer to question Q306.
Q324	SDS3199	Technical Architecture - Need more information on what kind of action user will be performing to control the reports?	No additional information is known at this time.
Q325	SDS3210	Technical Architecture - Please explain further need for the license for database server with In Memory capability?	Respondents should propose their recommended approach for in-memory computing capabilities.
Q326	SDS3080	Database - Whether the State will be procuring the license for the Database Encryption?	Refer to the answer to question Q64.
Q327	SDS3083	Database - Whether the State will be providing the extracted data in a text file from the legacy system?	Respondents should propose their recommended approach for migrating existing and legacy data.
Q328	ARB3091	Provide ability for agency specific bills to be created within the system to include agency letterhead. How many such agencies does the State have for this requirement?	FLAIR does not currently perform this function. The requirement refers to the ability for any agency.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q329	ARB3094	"Provide ability to overwrite select customer information when creating a bill without permanently changing the customer account record. "This requirement essentially means that the user will be able to change the customer detail at the transaction level without changing the Master data ? Please explain further the need for such a requirement.	Refer to the answer to question Q89.
Q330	ARB3126	"Provide the ability to record dollar amount on the deposit by customer (e.g. prepaid account in escrow) and not reflect as an accounts receivable credit. "Please provide more information on this requirement.	No additional information is known at this time.
Q331	ARB3182	"Provide ability for deposits not coded to a specific accounting entry to be posted to an agency default account with proper security and controls. " We will need more information, thank you.	No additional information is known at this time.
Q332	ARB3390	"Provide ability to compare scheduled payments against off-set receivable list to identify customers who are eligible for offset by matching Social Security Number or Taxpayer Identification Number. " Additional details would be requested.	No additional information is known at this time.
Q333	ARB3403	"Provide ability to notify the appropriate receivable agency of the offset transaction. " More information required on what kind of notification is required.	Respondents should propose their approach to meeting the requirement.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q334	ARB3404	"Provide ability to notify the appropriate debtor/vendor of the offset transaction. " More information required on what kind of notification is required..	Respondents should propose their approach to meeting the requirement.
Q335		Any blackout periods to be avoided for go-live? What is the FY calendar?	Refer to the answer to question Q37. Respondent should propose their approach for any blackout periods needed for go-live.
Q336		How many allowances and deduction codes do you actively use? Please list any one time payments.	Refer to Addendum 1 for revised ITN Section 1.10 for a link to the Payroll Preparation Manual.
Q337		How many agencies are not using People First for their HR Systems? What HR System are they using and how is the personal and pay information being integrated to Payroll?	All State Agencies are using People First for benefits functionality. There are currently three entities that provide payroll requisition files directly to FLAIR payroll outside of People First. No additional information is available about what HR systems/processes the three entities are using.
Q338		Does any of the process, online page, or reports need to be available in languages other than English?	No.
Q339		Is the payroll processing centralized or managed by individual agency staff. (i.e. Are there any unique process specific to an agency or follow one business process?)	Currently payroll processing is supported both centralized and at an individual agency level. Refer to ITN Section 1.10, for the State's Proposed Standardized Business Process Models which include information about the State's anticipated payroll processes.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q340		Please provide the breakdown of agencies and number of employees to assist in planning deployment waves. If there are preferences for prioritizing a agency/department (i. e. agencies to go live for the Phase 1 Pilot and other phases) kindly share the same as well.	No additional information related to a breakdown of current agency employees is known at this time. Refer to ITN Attachment D, Section 1.13.2.15. Respondents should propose their approach to identify key factors and considerations for determining Agency wave deployment.
Q341		How do you manage Absence calculation and how is it integrated to Payroll system?	Business functions related to time, compensation, and benefits are currently (and will continue to be) performed in People First. Refer to ITN Section 1.10, for the State's Proposed Standardized Business Process Models which include information about the State's anticipated payroll processes.
Q342		How many EINs are processed through the current payroll system.	Currently, the FLAIR Payroll system processes for only one Employer Identification Number (EIN).
Q343		Where are employee benefits maintained and the premium calculations achieved.	Refer to the answer to question Q341.
Q344		Where is the incentive compensation and compensation plans, statements currently maintained.	Refer to the answer to question Q341.
Q345		What type of information is exchanged with the agencies system.	Refer to ITN Section 1.10 for the Business Case for Maintaining Agency Business Systems. No additional information is available at this time.
Q346		What type of information is exchanged with the DFS website.	Refer to ITN Section 1.10 for the FLAIR/CMS Interface List, which includes the interfaces with the DFS website. No additional information is available at this time.
Q347	PAY3008	What is the volume of garnishment orders? Are they manually applied and processed?	Refer to ITN Attachment A Section 5.8, for information about current volume. FLAIR Payroll currently includes system functionality for deductions including garnishments.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q348	PAY3051	The requirement shows ability to query 'Benefits statements through a self service employee portal.' What is the expectation and requirement for displaying employee benefits information in the self service portal? Do we expect more information than what is available in the paycheck to be available? (i.e. information that is available in HR / Benefits system)	The requirement is referring to the ability for data to be calculated and stored within Florida PALM (not any data that is managed and maintained in the applicable HR / benefits system).
Q349	PAY3058	When an employee joins or leaves the organization mid month, what is the proration calculation requirements? Please can you provide an example. Is this approach uniform across agencies?	Refer to the answer to question Q336.
Q350	PAY3064	Requirement describes 'ability to initiate a one-time payroll event'. Is the Payroll specialist initiating this request or a manager? Would the award be for a group of workers or for an individual?	Refer to the answer to question Q336.
Q351		What is the "DFS server for A&A"? Is this a separate system from FLAIR? Are you looking to replace this by the new PALM project?	This is a reference to an Access database used by the Division of Accounting and Auditing for the compilation of statewide financial statements. The functionality of this database is included within the Business Requirements.
Q352		Are Wells Fargo and Bank of America the only 2 banks from which payments are made?	Currently, the Treasury only funds payments from Wells Fargo. Refer to ITN Attachment A, Section 2.4, for additional information about the current cash management business functions.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q353		The ITN indicates that the contract term will be determined during negotiations. Cost Sheet in Att C indicates pricing for 25 years. Can the State please provide guidance with regards to the contract duration it is looking for bidders to propose? Could you please elaborate how the scoring will done between the proposals that all have different cost durations?	Respondents should propose their approach, methodology, and timing (including duration) to provide the products and Services necessary to meet the Department's specifications in the ITN. Refer to ITN Section 4.2.3.4 for how cost will be scored.
Q354		Is the State's expectation that the Alternative Services listed in this section will be discussed during negotiation as a venue to confirm inputs and potentially revise the pricing accordingly, which will be included in the final contract?	It is the Department's intent to discuss Alternative Services during negotiations.
Q355		Can the State please indicate its desired project start date? Should the bidders assume 7/1/2017?	The Project start date will be dependent on the completion of negotiations, execution of the contract, and receipt of appropriations. It is not expected that these activities will be complete by July 1, 2017.
Q356		Can the State please provide Cost Sheets in Microsoft Excel format?	Refer to the answer to question Q13.
Q357		Will the State entertain adding minimally one more round of questions? This will allow all bidders to clarify the responses received from the State and provide better proposals for evaluation.	No.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q358		Can the State provide an approximate number of concurrent users (users actively using the system at any point in time) for the Central FLAIR, Department FLAIR, Payroll, Information Warehouse, Cash Management System (CMS) and the Employee Information Center (EIC)?	Currently there are approximately the following concurrent users: Central FLAIR 25 Departmental FLAIR/Payroll 400 <verify if distinct> Information Warehouse <i>Not captured</i> CMS <i>Not captured</i> EIC <i>Not captured</i>
Q359		The pilot definition, defined in Section 6.15.1 of Attachment B, speaks specifically to three of the four FLAIR components: Central FLAIR, Departmental FLAIR and the Information Warehouse. What is not specifically referred to is Payroll. The 4 components are initially described in Section 1.2.1 of Appendix A. Section 6.15.1 does also state: "". There are several Priority 1 Payroll requirements in the functional checklist. Can the State confirm whether or not Payroll is to be included as part of the pilot for those agencies selected to participate in the pilot?	Refer to ITN Section 4.2.3.1.1. Priority 1 indicates that a requirement is for functionality needed to replace current functionality. Respondents should propose their recommended deployment approach including a pilot.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q360		<p>The Florida Accountability Contract Tracking System (FACTS) is described in Section 2.11.1 where the following is stated: "Information from FACTS is included as part of a transparency portal (see Section 2.14.4) to provide visibility of State spending. FLAIR and FACTS do not provide contract management functionality". Figure 3 (Section 3.1) of Attachment A specifically displays FACTS as being in scope for replacement. Can the State confirm that it is only the repository of contract information and not the associated transparency portal site (https://facts.fldfs.com/Search/ContractSearch.aspx) that is in scope for the PALM project? The related Contract functional requirements do not specify the need to provide an online portal.</p>	<p>Yes. Contract data will be incorporated into Florida PALM. The current Transparency Portal at http://www.myfloridacfo.com/Transparency/ will remain. Refer to Addendum 1 for revised ITN Attachment A, Figures 3 and 5.</p>

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q361		Section 1.2 of the ITN document defines DDI Phases 1 and 2 as follows:Phase 1: This Phase includes the implementation of the Financial Management Solution focusing on core functionality. Phase 2: This Phase includes implementation of expanded functionality necessary to meet the Solution goals.Section 4.2.3.1.1 in the ITN defines the three Priority values for the requirements. It is assumed that Priority 1 requirements need to be met as part of DDI Phase 1. Are Priority 2 requirements considered to be in scope for DDI Phase 1 or 2? Is it a correct assumption to assume that Priority 3 requirements can be deferred until DDI Phase 2.	ITN Section 1.2 refers to DDI Phases recommended as part of the FLAIR Study. Respondents should propose which requirements in DD2 are needed for Phase 1 to complete the Phase 1 pilot objectives per ITN Attachment B, Section 6.15.1. Respondents should propose which requirements in DD2 are needed for future phases based on their proposed implementation approach. Refer to Addendum 1 for revised ITN Attachment E, Section 1.5.
Q362		Please provide more information regarding the scope and approach of Payroll during the pilot and wave deployments. Specifically, is it the State expectation to run Payrol in both the legacy payroll system and the new PALM system during the pilot and wave deployments?	Respondents should propose their recommended solution. Refer also to ITN Attachment D, Section 1.13.2.15.
Q363		Does the State have an expectation regarding the number of employees or users participating in a deployment wave, for training, knowledge transfer, or other reasons? Could the State please provide a number of anticipated PALM employees by State agency?	Refer to the answer to question Q340.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q364		Can the State please provide clarification if it expects that all wave deployments will start and go-lives will occur at the beginning of a fiscal year?	Respondents should propose their recommended approach for waved deployments and go-lives. Refer to ITN Attachment B, Section 6.15.
Q365		ITN Attachment G (SSI Contract) expressly disclaims PUR 1000 Section 20 (Limitation of Liability) and does not otherwise include any cap on Contractor liability for actual, direct damages resulting from the PALM Project. In our experience, such damages caps are a standard feature of state and local government ERP contracts (including license and maintenance agreements and contracts for implementation and managed services) and a requirement of publicly traded and other responsible bidders. Will the Department amend the ITN to allow for such cap(s) to be negotiated for inclusion in the final PALM contract?	Refer to ITN Attachment D, Section 1.17.
Q366		What is the State's anticipated Start Date for the Project?	Refer to the answer to question Q355.
Q367		Does the State require that the Pilot implementation coincide with the closing/ opening of a Fiscal Year? Similarly, does the State require that the subsequent Wave rollouts coincide with the closing/ opening of Fiscal Years?	Respondents should propose their recommended approach for the pilot and subsequent wave rollouts. Refer to ITN Attachment B, Section 6.15.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q368		What is the anticipated number of End-Users by agency and by system component? What training facilities does the State plan to make available to the project? Please specify location, number, size, and duration of training facility availability.	Refer to the answer to questions Q23 and Q24 for current end-user information. The Department does not have a list of end-users by agency and system component or training facilities at this time.
Q369		Please provide the referenced Pre-DDI Communications Plan and Strategic Plan for pre-SSI OCM.	Refer to the answer to question Q15.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q370		<p>In light of the guidance provided in the referenced sections of the ITN, if a proposer provides appropriate restrictions and safeguards to ensure confidential data will reside and remain in the United States and will not be transferred out of the United States, will the State allow some or all of the following activities to be executed at off-shore locations: training development; technical design and code development; configuration; testing using anonymous data; application support activities related to code and configuration fixes; and, technical support activities related to hosting services, where the system is hosted in the U.S. but with technical and process controls that don't allow any state data to be transmitted overseas?</p>	<p>Refer to the answer to questions Q82 and Q83.</p>

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q371		The ITN states that the, " Part 1 Technical and Cost Reply (sealed separately within same Reply package) will be submitted in printed and electronic form to the Procurement Office." Does the State want two separate sealed packages for Part 1, or just the Cost Reply sealed separately?	Only the Cost Reply is required to be sealed separately.
Q372		The ITN states that, "Costs will be evaluated based on the Present Value of the Total Fixed Price Cost located in cell D3 of Attachment C – Cost Reply Instructions and Workbook (Worksheet 1 – Deliverables)." Does this mean that Worksheets 2-10 of Attachment C will not be included in the scoring of costs?	Refer to the answer to question Q64.
Q373		Attachment A, Figure 3 show the FACTS and EIC systems as in scope. Attachment A, Figure 5 shows FACTS out of scope, and does not show EIC. Please clarify whether FACTS and EIC are in or out of scope.	Refer to the answer to question Q360. The functionality provided by the EIC is within the scope of Florida PALM. Refer to ITN Section 1.10, for the State's Proposed Standardized Business Process Models for more information regarding integration with the Transparency Portal and expected functionality for a self-service portal.
Q374		It is generally understood that the Florida Department of Transportation (FDOT) is undertaking its own financial system upgrade, incorporating multiple functions. How does the State anticipate FDOT will utilize PALM?	It is anticipated that FDOT will utilize core financial management functions in Florida PALM similar to the way they do today in FLAIR as defined through ITN Section 1.10, for the State's Proposed Standardized Business Process Models, which include integration points with agency business systems.
Q375		The State seems to use the words "integration" and "interface" interchangeably. Please provide distinct definitions and specific examples of each.	Respondents should use the term "integration" to refer to exchanges within the Florida PALM solution and "interface" to refer to exchanges between Florida PALM and another system as part of their Reply.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q376		Can the State please provide a copy of the Cost Reply Workbook in its native format (e.g., Microsoft Excel), and provide guidance on the format in which it would like proposers to submit this workbook (e.g., Microsoft Excel, Adobe pdf) in our submissions?	Refer to the answer to question Q13 and ITN Attachment C, "0. Overview" tab which specifies the electronic copy be provided in Excel.

Question Number	Business Requirement Number (if applicable)	Question	Answer																								
Q377		<p>Worksheets 2 (Software) and 3 (Tech. Infrastructure) contain Annual Escalation % Factors in the Table 2: Maintenance Fees section. Please see the chart below, with all numbers for example purposes only. Should the FY and Total Pricing reflect the 1% Escalation Factor (Option 1) or should the 1% Escalation Factor be excluded from the FY and Total Pricing, with the assumption that the state will apply the appropriate Escalation Factor to the outer year pricing (Option 2)?</p> <table border="1" data-bbox="516 873 938 1027"> <thead> <tr> <th></th> <th>Is there an Annual Escalation? (Y/N)</th> <th>Annual Escalation % Factor (if applicable)</th> <th>Total</th> <th>FY 17/18</th> <th>FY 18/19</th> <th>FY 19/20</th> <th>FY 20/21</th> </tr> </thead> <tbody> <tr> <td>Option 1</td> <td>Yes</td> <td>1%</td> <td>\$ 406.04</td> <td>\$ 100.00</td> <td>\$ 101.00</td> <td>\$ 102.01</td> <td>\$ 103.03</td> </tr> <tr> <td>Option 2</td> <td>Yes</td> <td>1%</td> <td>\$ 400.00</td> <td>\$ 100.00</td> <td>\$ 100.00</td> <td>\$ 100.00</td> <td>\$ 100.00</td> </tr> </tbody> </table>		Is there an Annual Escalation? (Y/N)	Annual Escalation % Factor (if applicable)	Total	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Option 1	Yes	1%	\$ 406.04	\$ 100.00	\$ 101.00	\$ 102.01	\$ 103.03	Option 2	Yes	1%	\$ 400.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	The FY and Total Pricing should reflect the Escalation Factor.
	Is there an Annual Escalation? (Y/N)	Annual Escalation % Factor (if applicable)	Total	FY 17/18	FY 18/19	FY 19/20	FY 20/21																				
Option 1	Yes	1%	\$ 406.04	\$ 100.00	\$ 101.00	\$ 102.01	\$ 103.03																				
Option 2	Yes	1%	\$ 400.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00																				

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q378		The electronic copy file names for Appendix 2: Implementation Road Maps and Appendix 4: Product Roadmap are listed as Microsoft Visio (.vsdx) files. To allow for more detailed and creative visuals, please confirm that Respondents may also submit responses to these appendices using products other than Microsoft Visio.	Yes. Also refer to Addendum 1 for revised ITN Attachment D, Section 1.
Q379		To provide the State a more meaningful description of the Services to be Provided to support its evaluation, would the State exempt the required tables for Deliverables and Work Products, Tools, and Responsibility Matrix from the 10 page limit for each Implementation Service within the Statement of Work?	Yes. Also refer to Addendum 1 for revised ITN Attachment D, Section 1.
Q380		As the printing of audited financial statements would likely exceed 100 pages for each of the proposers to this ITN, would the State allow proposers to provide a URL link to our SEC filings in lieu of this requirement?	Yes, as long as the requested financial statements available at the URL meet the requirements of the ITN and will be available throughout the solicitation period.
Q381		Table D-1: Technical Reply Format has Tab 6 titled as Technical Infrastructure. Later on in Section 1 Technical Reply Structure, Section 1.10 has Tab 6 titled as Financial Management Solution Hardware. Please confirm the correct name for this tab.	Refer to Addendum 1 for revised ITN Attachment D, Section 1.

Question Number	Business Requirement Number (if applicable)	Question	Answer
Q382		Table D-1: Technical Reply Format has Appendix 3 titled as Proposed Project Schedule. Later on in Section 1 Technical Reply Structure, Section 1.20 has Appendix 3 titled as Project Schedule and WBS. Please confirm the correct name for this Appendix.	Refer to Addendum 1 for revised ITN Attachment D, Section 1.
Q383		Are we able to change Source values, if after reviewing the requirements we feel edits are warranted?	Yes. Source values can be changed. Please coordinate with Advantiv Customer Service at dd2@advantiv.com, or 866.966.2911 x103.
Q384		We won't be able to compile the full response team until we review the online requirements. That being said, is it safe to assume that we could request user ID's and password for additional personnel as needed?	Yes. User IDs can be requested at any time. Please coordinate with contact Advantiv Customer Service at dd2@advantiv.com, or 866.966.2911 x103.
Q385		In previous DD2 projects, some responses were able to be populated from previous RFPs. Would that still be the case with this ITN?	No.
Q386		When I try to connect to DD2, I get an error message, "Plb client was unable to connect to the server due to the following error: Unable to connect to Plbserve. Error 10060 - Connection timed out. Port: 2107"	The DD2 client software that you installed on your PC communicates with our DD2 server through your network using Port 2107. It sounds like your network is not allowing network traffic through Port 2107, but this is something that your network technicians can adjust for you.