

LifePath Systems

Answers to Proposed Questions from Potential Vendors – Inquiry #1

- Q. When will LifePath Systems be conducting system demonstrations? How is it decided which vendors are given demonstration?
- A. Demonstration and/or site visits will occur between June 22, and July 11. We anticipate up to three vendors will be asked to provide system demonstrations and/or site visits. The decision on who will be asked, if anyone will be based solely on LifePath managements' assessment of Best Value as defined in 25 TAC Part 1, §412.55.
- Q. Have you seen any accounting software demonstrations prior to the release of this RFP? If so, what did you like/dislike about those solutions?
- A. There have been neither software demonstrations nor coordinated contacts with any vendors by the project team during the past 12 months.
- Q. On page 1 of the RFP, it says the due date is 6/13 and on page 5, the due date is listed as 6/15. What is the correct due date?
- A. The due date is 5pm on Friday, June 15, 2018.
- Q. Could you elaborate on the following language from the RFP? Would you be expecting a refund of the implementation? Or are you asking to no longer be liable for annual fees if your organization were to lose funding? *"This agreement is made contingent upon the continuation of federally funded programs, or the continued availability of state or local funds to cover the full term and cost. This agreement is subject to termination, without penalty, either in whole or in part, if funds are not appropriated or are discontinued. In this instance, LifePath may cancel this contract by giving thirty (30) days written notice to the vendor."*
- A. In the event federal and/or state funding is discontinued we want the right to cancel the contract and discontinue any future fees with 30 days' notice. This would be on a prospective basis.
- Q. [Vendor name redacted] users are priced concurrently (based on bandwidth). For example, if you had 15 Data Entry Users but only 5 Needed (sic) to be in at the same time we would price you for 5 users. Are the user counts below based on "concurrent" needs? If not, could you refine the user counts based off the concurrent needs? Please also see questions below next to licenses.
 - 5 Administrative Rights Users (Could you describe capabilities Admin users need?)
 - 10 Super Users (Could you describe capabilities Super users need?)
 - 15 Data Entry Only Users (Could you describe capabilities Data Entry only users need?)
 - 20 Read-only Users
 - 50 Total Users

- The reason I ask to describe the above capabilities the user types need is because [Vendor name redacted] has different terms for user types. Would it be possible to have a quick phone call next week to describe these licenses so I could get a better feel for the needs? Below is a basic description of our user types but a call would be better.
 - Full Licenses – Heavy users, data entry users, administrative users (you can restrict “non-administrative” users to only be able to perform certain functions, see certain modules, accounts, etc.)
 - Procurement Users – Limited access in that they can generate requests for requisitions and/or approve requisitions
 - Invoice Request – Limited access in that they can generate expense reports for reimbursement and/or approve expense reports
 - View Only License – they can review reports/dashboard but not make changes in the system. No data entry.
- A. The estimated user numbers (by role) provided in the RFP are based on “individual licenses”, not concurrent users. Recognizing each vendor has their own user definition protocol and pricing methodology, we would expect each vendor to clearly articulate any differences between the RFP assumptions and your actual approach to access/capacity and pricing.
- Q. Do you want to bring over any General Ledger history from Cerner/Anasazi? If so, how many years?
- A. Negotiable. At this time, LifePath Systems is not planning on converting any General Ledger history from prior fiscal years but would like to entertain that possibility. Additionally, if the conversion can occur at the beginning of the next fiscal year e.g. converted and operational at September 1, 2018, then no current year activity will need to be converted e.g. only transfer of beginning balances for balance sheet accounts. If the conversion occurs after the start of the next fiscal year e.g. after September 1, 2018, then LPS will want to convert all current fiscal year data recorded in Anasazi for FY19 (up to the date of conversion) so that all data is physically in the new system for the fiscal year.
- Q. Is the go-live date of September 1st negotiable? It will be nearly impossible to begin implementation on August 1st and go live a month later with our software. If this is a deal-breaker then [Vendor name redacted] probably is not the best partner for LifePath Systems. We want to make sure that you are set up for success and we cannot ensure that with a rushed implementation. Having said that, we have had many clients successfully deploy our system when they went live on a date that did not match their fiscal year because they brought in detailed transaction history.
- A. The target date of September 1, 2018 is the preferred date; however, this date is negotiable.
- Q. I’ve pasted the scoring criteria from the RFP. Is the order below indicative of what is most important to your team? A- being the most important factor and I – being the least important? Or does each hold equal value?

- 2. Proposals will be scored based on the criteria listed below.
 - Results of demonstrations and presentations
 - Timely and complete response to RFP
 - Ability to meet specifications
 - Vendor's history of success in delivering proposed services
 - System ease of use
 - Functionality
 - Flexibility and ease of implementation and data conversion
 - Vendor support and training
 - Pricing

➤ A. The criteria listed above are not in priority order.