

QUESTIONS AND ANSWERS

PROJECT # 08-11

PROFESSIONAL CONSULTING SERVICES – PEOPLESOFT 9 UPGRADE

Date: January 10, 2008

To: All Prospective Proposers

From: Houston Community College, Procurement Operations

Subject: Information Letter # 1 – Request for Proposals (RFP) for PeopleSoft Student Administration Version 9 Upgrade.

The following written questions regarding subject RFP were received in the Procurement Operations Department prior to the deadline for submitted written inquiries.

Question # 1:

What is the body of work represented by this RFP in terms of modules to be implemented/upgraded or skills required?

HCC Answer:

The following modules will be upgraded:

- 1) Student Records
- 2) Financial Aid
- 3) Campus Community
- 4) Admissions
- 5) Student and Faculty Self Service

Technical Skills requirements are:

- 1) PeopleTools
- 2) PeopleCode
- 3) App Engine
- 4) Integration Tools
- 5) SQR / XML Publisher
- 6) Oracle v9.2.8 and SQL (Using Benthic and Toad)
- 7) Crystal Reporting
- 8) Active Server Page and HTML
- 9) Java and JSP
- 10) PS Security /Application Messaging Knowledge
- 11) Familiarity with COBOL
- 12) Some knowledge of Vignette and/or other Web Content Management System
- 13) Standard project implementation methodology

Functional PeopleSoft Skills requirements are:

- 1) Student Records
- 2) Financial Aid
- 3) Student Financials
- 4) Academic Advisement
- 5) Campus Community
- 6) Student and Faculty Self –Service
- 7) Admissions
- 8) Standard project implementation methodology
- 9) Some knowledge of Query processing and Crystal Reporting
- 10) Familiarity with Business Process design and documentation

Question # 2:

Can you provide additional details on the level (#) of customizations and integration that HCC currently has in place?

HCC Answer:

The HCC PeopleSoft Student Administration system is highly customized. All modules in Student Systems are customized up to the component level. The system also consists of additional functionality that was specifically developed to better accommodate HCC business processes.

HCC's PeopleSoft system integrates with Bookstore, SEVIS, SPEEDE, Librus, DoE, JPMChase for Debit card, CashNet for Online Payment Plan and Cashiering system, Room Scheduling, First Logic, Office of Institutional Research, MS Exchange, PS Finance, PS HR, Vignette and an Online Self-service Admission that is written in ASP and HTML.

Question # 3:

Has a budget been identified and approved for the HCC work efforts that will fall under RFP 08-11? If so, what is the estimated budget?

HCC Answer:

Cost estimates for some aspects of the project budget have been identified and approved. Those estimates that have been identified and approved include costs for auxiliary project software, data support (PS upgrade lab & UPK training system development) and training. The budget will be amended to include professional services costs associated with this RFP upon completion of the vendor selection procurement process. The objective of this RFP process is to obtain the best value for the college.

Question # 4:

Is there currently an incumbent that is supporting the work effort as identified within the RFP?

HCC Answer:

No.

Question # 5:

What is the timeframe for the selection process and anticipated award date?

HCC Answer:

One (1) to two (2) months.

Question # 6:

Will HCC be providing all project management resources and methodology for this project?

HCC Answer:

Project Management will be provided by HCC. Each proposer should include information regarding consultants' knowledge of a particular methodology in its technical proposal submission to HCC. Please refer to page # 4 of the RFP.

Question # 7:

On page 2 under Contract Terms the contract is indicated to be approximately eight (8) months beginning in March 2008. However, in Attachment No. 3 Scope of Services under 2.2 it states that the Contract shall provide 3 to 4 employees with the anticipated time frame for work to vary from 5-7 months, depending on project needs. Can you please provide additional clarification on the number of consulting resources required, expertise required and the time frame for each?

HCC Answer:

It is anticipated that 3-4 consultants will be assigned to the project. Current defined project scope requirements will require onsite availability of all consultants for a timeframe that includes mid-March 2008 through the mid-November 2008. The technical and functional expertise requirements are specified above in the HCC answer to Question #1.

Question # 8:

On Attachment No. 2, Schedule of Item and Prices. Does the University want a listing of resources with the hourly rate including Travel and Expenses that associate with questions number 6 above or a blended mix, based upon the estimated time lines and number of resources provided by HCC? Can you please further clarify the Attachment No. 2 and the Total Proposed Lump Sum Price required?

HCC Answer:

HCC is requesting a lump sum price for the project with a detailed breakdown of the proposed lump sum. The objective of this RFP process is to obtain the best value for the college.

Question # 9:

Does HCC plan to award this work to a sole vendor or multiple awards?

HCC Answer:

HCC intends to award a single (one) contract for this project. Please refer to Paragraph 6 (Page #5) of the RFP.

Question # 10:

Does the use of independent contractors qualify for the Small Business participation?

HCC Answer:

Yes. Independent contractors may be utilized to satisfy the Small Business participation requirements if the independent contractor is duly authorized to conduct business in the State of Texas, and is certified or certifiable as a small business by the City of Houston or other governmental certifying agencies.

Question # 11:

On page 6 under number 12 Internship Program. Is there an expected number of the HCC student interns that must be utilized for this project? Will the wages associated with this program be billable back to HCC?

HCC Answer:

No. and No.

Question # 12:

Under Attachment No. 17 Vendor Application Instructions. Is there another way to register only to become part of HCC's vendor database? The link provided is currently not operational.

HCC Answer:

Yes. You may go to HCC homepage at www.hccs.edu; click on Business and Community, and go under Doing Business with HCC and click Procurement; then click vendor application.

Question # 13:

Who will manage the expected 3-4 augment staff required for this upgrade as discussed in Attachment No. 3 2.1 to 2.3? (HCC Project Manager or Prime Contractor?)

HCC Answer:

The designated HCC Project Manager will manage the expected 3-4 augment staff project team members.

Question # 14:

Has an overall Project Organization structure been established? Can this be provided?

HCC Answer:

The proposed project team has been identified using full-time HCC employees and 3-4 consultants from a single source vendor. Currently, there are no plans to disclose internal HCC project staff assignment information.

Question # 15:

Can HCC provide a copy of the proposed HCC Project Execution Plan & Project Schedule (with expected man-hour loadings per category Functional/Technical)?

HCC Answer:

Currently, there are no plans to provide copies of either the execution plans or the project schedule.

Question # 16:

Has a detailed description of the work associated with the 12 items listed in Attachment No. 3 – Section 2.4 and 2.5 of the RFP been compiled? Areas of specific interest include: A copy of current Office of Instructional Reports (to be converted), a description and estimate of the number of production databases which need to be moved, a list of current interfaces with associated 3rd party software, etc.

HCC Answer:

At this time no detailed description of the work associated with the 12 items listed have not been compiled.

There are no plans to provide copies of OIR Reports to the potential vendors.

We anticipate conducting 6 production test moves.

Please refer to the HCC response to question #2 for a list of current interfaces.

Question # 17:

Has HCC Applications Development Manager established acceptance procedures and quality requirements for the tasks listed in Attachment No. 3 – Section 2.4 and 2.5 which can be provided?

HCC Answer:

No.

Question # 18:

Are there any known problems (functionality) that need to be considered while estimating this project?

HCC Answer:

None.

Question # 19:

Is the current system running at an optimal level (on version 8.0)? For example: Are there any hardware inefficiencies we need to be aware of? Etc....

HCC Answer:

Yes & None (*in response to the example question*).

Question # 20:

How does HCC desire to see the breakdown of proposed lump sum cost estimate in Attachment No. 2?

HCC Answer:

Please refer to the HCC response to Question #8.

Question # 21:

How many HCC employees are currently assigned to the Project?

HCC Answer:

22 FTE

Question # 22:

How many of these HCC employees are qualified Peoplesoft Functional support specialists?

HCC Answer:

6 Functional FTE

Question # 23:

How many of these HCC employees are qualified as Developers on PeopleSoft software?

HCC Answer:

8 Technical FTE