

State of Connecticut
Office of the State Comptroller
Request for Information
For
Consulting Services to Perform a PeopleSoft Upgrade

Issue Date:

October 1, 2010

Vendor Questions Cut-Off Date:

October 21, 2010 1:00 pm

Question and Answer Publish Date:

No later than October 28, 2010 1:00 pm

RFI Response Due Date:

November 8, 2010, 1:00 pm

Issued by:

**State of Connecticut
Office of the State Comptroller
55 Elm St.
Hartford, CT 06106**

1. Requirements and Deadlines for Inspections, Questions and Responses

This Request for Information (RFI) outlines the information being solicited from vendors and includes guidelines for content and format of responses.

Questions:

All questions must be in written form, submitted using electronic mail and addressed to: **Osc.rfp@po.state.ct.us**

Written questions must be submitted no later than 1:00 PM Eastern Daylight Time on October 21, 2010

Questions and answers will be published no later than 1:00 pm on October 28, 2010 on the OSC website <http://www.osc.state.ct.us/vendor/>

Responses:

All RFI Responses are due November 8, 2010, no later than 1:00 PM Eastern Daylight Time

The postal address for RFI responses is:

State of Connecticut
Office of the State Comptroller
Business Services Office
Attn: Sarah Ormerod
55 Elm St.
Hartford, CT 06106

Vendors desiring to respond to this RFI must do so in writing, providing one original and one copy of the submitted response. All vendors responding to the RFI must provide contact information (name of contact, title, phone number, email, address). Responses will be reviewed by the agency and, depending on the results of that review, additional information or product/service demonstrations may be requested. Late responses may or may not be considered, and it will be up to the Office of the State Comptroller (OSC) discretion to accept or reject late responses.

No contract will result directly from this RFI. Following the review of submitted information, the Office of the State Comptroller will determine the best course of action. This RFI process is intended to help OSC research a variety of available services so that OSC can determine the best strategy for a PeopleSoft upgrade.

2. Freedom of Information Act

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting there from. It will not be sufficient for vendors to merely state in general terms that the proposal is proprietary in nature and, therefore, not subject to release to third parties. Any proposal that makes such a general or overarching claim may be subject to disqualification. **Those particular sentences, paragraphs, pages or sections which a vendor believes to be exempt from disclosure under the Act must be specifically identified as such.**

3. General Systems Requirements

3.1 Background

The State of Connecticut is considering an upgrade to its Core-CT PeopleSoft ERP system to version 9.1.x.

Core-CT is the State's enterprise-wide integrated financial, human resource and payroll system. The system's Financial modules are used to perform the following functions in all executive branch agencies – purchasing, eProcurement, accounts payable, accounts receivable, billing, asset management, inventory management, general ledger, commitment control and financial reporting, as well as to manage capital projects and bill for appropriate reimbursements. There are approximately 5,000 State employees engaged in performing these functions using Core-CT.

The Human Resource Management System (HRMS) modules of the system are used to conduct the following functions in all executive branch agencies – human resources, time and attendance, benefits administration, and to pay all State employees in all three branches of government and in the State's institutions of higher education. There are approximately 3,000 State employees engaged in performing these functions along with another 6,500 employees who directly enter their time and attendance data into Core-CT each pay period. There are approximately 65,000 employees spread across 88 State agencies, paid over 4 frequencies. Core-CT implements contract language for 70 bargaining units, resulting in over 200 time and labor rules.

The EPM application provides approximately 80 Financial and HR reporting tables and 70 staging tables from which end users can query using the EPM PS Query tool. The reporting tables are denormalized and based on information from over 300 other Financial and HR staging tables. Data is extracted, transformed and loaded on a nightly basis via a combination of materialized

views and table views using custom Ascential Data Stage ETL maps (150+). There are approximately 3,800 statewide users with access to EPM with over 10,000 private and public queries run at various intervals over the last fiscal year.

3.2 System Inventory

Product	Module	Level of Customization
Catalog Management Version 8.9 PeopleTools 8.49	Cohera Catalog Management System	Extensive
Financials Version 8.9 PeopleTools 8.49	General Ledger	Moderate
	Accounts Receivable	Extensive
	Commitment Control	Minimal
	Payables	Moderate
	Vendor File	Moderate
	Asset Management	Moderate
	Project Costing	Minimal
	Customer Contracts	Minimal
	Billing	Moderate
	Purchasing	Extensive
	Inventory	Minimal
	eProcurement	Extensive
	Supplier Portal	Minimal
Vendor Self Service	Minimal	
HRMS Version 8.9 PeopleTools 8.49	Human Resources	Extensive
	Payroll for North America	Moderate
	Benefits Administration	Moderate
	Time and Labor	Extensive
	eRecruit	Minimal
	ePay	Moderate
	Enterprise Learning	Minimal
Portal Version 9.0 PeopleTools 8.49	Enterprise Portal	Minimal
EPM Version 9.0 PeopleTools 8.49	Enterprise Warehouse	Extensive
	Ascential DataStage 7.52.	Extensive
UPK Version 3.6.1	All Modules	None, but content is customized.

3.3 Technical Infrastructure

The Core-CT technical infrastructure consists of the following technologies; geographically dispersed clusters, multiple EMC storage arrays, multiple SAN fabrics, coarse wavelength–division multiplexing and 10GB Ethernet switching. The application, web and NT process scheduler servers run on Windows Enterprise Server 2003 hosted by a 4 node VMware virtual infrastructure cluster. The UNIX process scheduler servers run on RedHat 4 32 bit servers. The database tier including multiple RedHat 5 64 bit LINUX clusters running Oracle 11g Real Application Clusters. The primary datacenter is located in East Hartford, CT and the mirrored alternate datacenter is located in Storrs, CT.

3.4 State Resources

The State will allocate the following resources to the project.

Description	FTE's
Database Administrator	1.25
PeopleSoft Administrator	1.75
PeopleSoft HRMS Developer	6.0
PeopleSoft FIN Developer	5.5
PeopleSoft Security Administrator	2.0
Financial Subject Matter Expert	5.5
HRMS Subject Matter Expert	5.0
Project Management	3.75
ETL Developer	2.5

3.5 Requested Information

Respondents are required to respond to all of the following areas. Respondents are also invited to provide additional related information not specifically addressed below. Information is requested regarding the following:

- Upgrade Project Methodology
 - Fit Gap Analysis Methodology
 - Design, Build and Configuration Methodology
 - Testing Methodology
- Deployment Strategy and Approach
- Regression Testing Strategy and Approach
- Performance Testing and Tuning Strategy and Approach
- ETL Performance tuning abilities
- End User Training - including all suggested methodologies for development and delivery
- Project Team Size, Experience Level and Project Duration
- Approximate Costs - broken out by project phase

- Approach to effectively utilize State project team members, incorporating knowledge transitioning
- Contract Modifications - including procedures to assess and quantify
- Experience with successful completion of upgrades of similarly sized Public Sector Oracle / PeopleSoft ERPs
- Experience w/ highly customized Oracle / PeopleSoft ERP systems

4. Responses to RFI

4.1 Scope of RFI

Responses to this RFI will be used by OSC to assess the viability of various alternatives. No contract will result directly from the RFI process. The responses to this RFI may be used to determine whether an RFP should be issued.

4.2 Quality of Responses

Well-organized and concise responses are encouraged in order to facilitate the State's assessment.

4.3 Product and Service Availability

The State expects that the services described in response to this request for information are generally available as of the date that responses are due. Responders must explain any exceptions.

5. References: Existing Customers

The respondent must provide at least three references similar in size to the scope of the work being proposed. For each reference, provide:

- The reference organization's name
- Contact person name
- Address
- Telephone number
- Electronic mail address
- A brief description of the upgrade project