

Salem State University

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**General Ledger System For  
Department of Finance and Business**

Request for Information # 2017-02

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Salem State University  
General Ledger System for Department of Finance and Business

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This RFI is for planning purposes only. It is neither a solicitation notice nor a Request for Proposal. Responses to the RFI are not offers and cannot be accepted by Salem State University (hereafter referred to as ‘the University’) to form a binding contract. This RFI shall not limit any rights of the University, and the University reserves all its rights including but, not limited to, its right to elect not to procure the goods and/or services that are the subject of this RFI and its right to procure them from a vendor that has not responded to this RFI.

The University retains the right to promote transparency and to place this RFI into the public domain, and to make a copy of the RFI available as a provision of the Public Records Act. Please do not include any information in your RFI response that is confidential or proprietary, as the University assumes no responsibility for excluding information in response to the Public Records Act requests or web postings. Any request for information made by a third party will be examined in light of the exemptions provided in the Public Records Act.

**COMPANY IDENTIFICATION (must be completed)**

Company Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Company's Federal ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Remit To Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Web address: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Person responsible for response (if different) \_\_\_\_\_

## **1. PURPOSE OF THE RFI**

This request has been issued to allow the University to obtain information for planning purposes related to general ledger (GL) systems; system integration services; technologies that support GL systems; and strategies designed to optimize GL project benefits. The University will not award a contract on the basis of the responses to this RFI, nor pay for the preparation of any information submitted, or for the University's use thereof. The University may issue a Request for Proposal (RFP) to identify a GL solution within the next six to eighteen months.

## **2. ABOUT SALEM STATE UNIVERSITY**

Salem State University, located just 15 miles north of Boston, is one of the largest state universities in the Commonwealth of Massachusetts, and an important partner in the economic, cultural and intellectual vitality of the North Shore. Situated in the historic seacoast town of Salem, Massachusetts, Salem State provides a diverse community of learners a high quality, student-centered education; one that prepares them to contribute responsibly and creatively to a global society. The

Salem State University, established in 1854, is a comprehensive institution. It is governed by an 11-person board of trustees. Current enrollment is approximately 10,000 undergraduate and graduate students from 27 states and 65 nations. Based on the SSU database, the total number of living alumni is 45,659, including 36,208 Massachusetts residents, 9,260 other U.S. residents, and 191 international.

For further information go to the [Salem State University](#) webpage.

## **3. CURRENT GENERAL LEDGER SYSTEM**

Approximately seventeen years ago the University implemented Oracle PeopleSoft Student Information System and PeopleSoft Financials. Both systems utilize a foundation of Linux operating system SLES Service Pack 3 and PeopleTools Version 8.53. Over the next eighteen months the University will complete the process of upgrading to Red Hat operating system, PeopleTools Version 8.55, and PeopleSoft Student Information System Version 9.2.

In addition the University has the opportunity to upgrade to PeopleSoft Financials Version 9.3. However the Office of Finance and Business considers that the current general ledger system does not meet its needs for a variety of reasons. Furthermore Oracle is sunsetting its current offering in the coming years and that their client base move to the cloud-based Fusion application. The University is using this RFI process to identify a potential solution and 3<sup>rd</sup> party application provider to migrate from Oracle's PeopleSoft Financials to a general ledger solution that is a better fit for higher education and the University.

#### 4. DETAILED SUBMITTAL INSTRUCTIONS

Item	Description	Instructions
1	Project Sponsors	<p>Karen House, VP / Chief Financial Officer Finance and Business</p> <p>Scott Stanton, Senior Director of Continuous Improvement – Finance Finance and Business</p> <p>Patricia Ainsworth, Chief Information Officer Information Technology Services</p>
2	RFI Issue Date	September 22, 2016
3	Minimum Vendor Qualifications	<p>The University seeks to obtain a single comprehensive RFI response that consists of the General Ledger application software solution, system integration services, and any third party software that is recommended.</p> <p>Only companies who have provided GL software solutions or successfully implemented GL systems for higher education equal in size or larger than Salem State should respond to this RFI. Each vendor may include references.</p>
4	Pre-submittal Conference	<p>A pre-submittal conference will be hosted on Friday, September 30, 2016 at 1:30 P.M. to allow companies to present questions related to the RFI. The conference call number and the passcode can be found under the Timetable on page 11. Companies will be limited to two representatives.</p>
5	RFI Deadline	No later than 3:00 PM Friday, October 21, 2016
6	Documentation Format	The University requests that all responses be in MS Word or Adobe Acrobat format.
7	Number of Copies	Please submit (1) electronic copy.
8	Submittal Contact and Location	<p>RFI response packages should be submitted to:</p> <p style="text-align: center;">           Evelyn Wilson, C.P.M., MCPPO            Purchasing Director            Salem State University            352 Lafayette Street            Salem, MA 01970            ewilson@salemstate.edu         </p>

9	RFI Contact Information	<p>Vendors are requested to refrain from contacting University departments concerning this RFI. Written inquiries should be submitted to:</p> <p style="text-align: center;">Scott Stanton Senior Director Continuous Improvement sstanton@salemstate.edu</p> <p>Answers to questions will be published as addendum on CommBuys <a href="http://www.commbuys.com/">http://www.commbuys.com/</a> and the SSU Purchasing web site <a href="http://www.salemstate.edu/3477.php">http://www.salemstate.edu/3477.php</a>.</p>
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**5. DESCRIPTION OF PROPOSED SOLUTION**

Please describe your general ledger solution and clearly identify the application software modules, add-ons, utilities, tools, reports generators, underlying technology, and third party applications that you would recommend.

## 6. FEATURE INQUIRY

Based on the response to #5 above, please fill out the table of features below:

<i><b>Solution Features</b></i>		<i><b>For Given Feature:</b></i>  <i><b>Free-form your answer or respond as Applicable:</b></i> <i><b>A = Available/Standard</b></i> <i><b>C = Available Customization</b></i> <i><b>N = Not Available</b></i>
<b>1.0 Security</b>		
1.1	Security Assessment provided (e.g. ISO, Visa CISP)	
1.2	Secure Communication Protocols for communication between vendor and University (SFTP, HTTPS, SCP, SSH)	
1.3	Secure real-time communication (e.g. VPN or private line)	
1.4	Stores sensitive data in databases or log files only as absolutely necessary and protects it with security software, hardware, encryption, truncation, or a combination thereof.	
1.5	Secure file communication (e.g. PGP)	
1.6	Performs a vulnerability scan sand penetration test on application code as part of ongoing security evaluation	
1.7	Provides system and transaction logs for auditing purposes	
1.8	Includes role or user-based security to control user access to various modules and functions.	
1.9	Includes a multi-level authentication process to prevent unauthorized user access.	
<b>2.0 Architecture</b>		
2.1	Supports IE 10.0 and higher	
2.2	Windows based operating system	
2.3	Development, QA, and production environments	
2.4	Uses a central database to ensure data integrity	
2.5	Integrates with Microsoft Active Directory	
2.6	What are the database requirements?	
2.7	What are the minimum hardware requirements?	
2.8	What web services does your application provide?	
2.9	What is the typical bandwidth expected per user?	

2.10	What are the Java Runtime Environment requirements?	
<b>3.0 General Ledger</b>		
3.1	Ability to interface with the HR/CMS payroll system utilized by the Commonwealth	
3.2	Ability to interface with Oracle PeopleSoft Student Information System	
3.3	Ability to drill-down on journal entries	
3.4	Supports scheduled spreadsheet upload of entries	
3.5	Supports ad-hoc upload of entries	
3.6	Maps bank account IDs to G/L accounts	
3.7	Includes a reversal process for accruals after close period	
3.8	Supports multi-dimensional fund and grant accounting	
3.9	Describe your user interface and the journal entry validation process	
3.10	Supports recurring journal entries	
3.11	Is there a limit to the number of G/L interfaces?	
<b>4.0 Accounts Payable</b>		
4.1	Provide reporting for vendor at department, fund, account, grant, project and program segment	
4.2	Supports electronic vendor payments via wire, ACH, or procard transfer	
4.3	Includes reports for AP aging, total spend by vendor, and unpaid invoices by vendor	
4.4	Decrements PO quantity as invoices are paid	
4.5	Supports creation of Form 1099	
4.6	Provides a configurable remittance advice (check stub)	
4.7	Allows vendor file information to be changed without losing audit trail (e.g. name change)	
4.8	Includes automated, configurable workflow procedures for approval of invoices and disbursements	
4.9	Allows association of purchase orders with invoices	
4.10	Supports imaging of vendor invoices	
4.11	Shares a common vendor file with Purchase Order module	
4.12	Supports role or user based authorization for approvals	
4.13	Provides online invoice search and inquiry	



	capability for both paid and unpaid vendor invoices	
4.14	Supports processing employee travel and expense reimbursements, including current IRS limits	
4.15	Supports journalizing vendor credit memos	
4.16	Provides notification to prevent payment of duplicate invoices	
4.17	Supports recurring monthly vendor payments	
4.18	Supports printing checks in batches as well as individually	
4.19	Supports check voids and reissuance	
<b>5.0 Accounts Receivable</b>		
5.1	Supports collection activities and maintains a history of collection events	
5.2	Supports lockbox remittance processing	
5.3	Provides an aging report by customer account	
5.4	Provides automatic calculation of allowance for bad debts and creates the journal entry	
5.5	Supports different levels of authorization for role or user-based approval to write-off uncollectable debts	
5.6	Supports inter-company receivables	
<b>6.0 Purchase Orders</b>		
6.1	Decrements purchase order quantities as vendor invoices are paid	
6.2	Provides notification when PO quantity is exhausted	
6.3	Supports multiple ship-to addresses per PO	
6.4	Assigns a unique, sequential number to POs using a configurable format	
6.5	Provides the ability to change PO details without canceling and reissuing the PO	
6.6	Shares a common vendor file with AP module	
6.7	Allows PO creation after invoice is received	
6.8	Supports a workflow process that assigns a lifecycle status to a PO	
6.9	Automatically closes a PO when a vendor invoice is paid in full	
6.10	Supports different levels of authorization for role or user-based PO approval	
6.11	Provides online inquiry capability for open, closed, and canceled POs	
6.12	Supports different levels of authorization for role or user-based Requisition creation and approval	
6.13	Supports secure, electronic transmission of POs to	

	vendors, accounts payable and requisition requestors	
6.14	Supports request for quotations sent and received from vendors	
6.15	Provides automated notification when a PO is created, closed, canceled, or completed	
6.16	Provides automated Purchase Order creation via Requisitions	
6.17	Provides ability for requisition monetary changes sourced directly to initial Purchase Order creation	
6.18	Provide means to automatically close Purchase Orders and Requisitions at the close of Fiscal Years	
6.19	Provides for detailed Requisition and Purchase Order reporting	
<b>7.0 Fixed Assets</b>		
7.1	Allows for detailed asset reporting by location	
7.2	Supports detailed inventory of fixed assets	
7.3	Generates asset tags (e.g. bar codes)	
7.4	Automatically creates end-of-period depreciation expense journal entry	
7.5	Provides automatic reconciliation of inventory	
7.6	Supports software capitalization and automatic creation of amortization journal entries	
7.7	Provides notification when assets are fully depreciated or nearing residual value	
7.8	Provides the ability to attach asset image files	
7.9	Provides drill-down capability to the invoice/purchase order level for an individual asset	
7.10	Supports various depreciation calculation methods (e.g. GAAP, regulatory, tax)	
<b>8.0 Reporting</b>		
8.1	Are you recommending the implementation of a third party reporting application?	
8.2	Ad-hoc reporting initiated by end-users	
8.3	Supports the creation of internal and regulatory financial statements and management reports	
8.4	Report generation includes printing, emailing, save to file (e.g. Excel and PDF)	
8.5	Reports module supports a variety of formatting and presentation options	
8.6	Provides mid-period reporting without closing or consolidating	
8.7	Secure web-based report delivery	

8.8	Allows for drill down to the transaction level	
8.9	Supports the automatic calculation of key financial ratios used in higher education	
<b>9.0 Miscellaneous</b>		
9.1	Please provide an overview of your closing processes for month-end and year-end.	
9.2	What differentiates your product from other financial management tools?	
9.3	What special features or configurations does your product provide for higher education?	
9.4	How is you product and services licensed and priced?	

## **7. TIMETABLE**

Please note that this is an anticipated calendar and may be subject to change.

Release of RFI	September 22, 2016
Phone Conference	September 30, 2016, 1:30 P.M. EST Call in number 877-493-9553 Passcode 9007975 followed by the #
Questions Due	October 4, 2016
Answers Posted	October 7, 2016
Response Due Date	October 21, 2016

Responses to this RFI become the exclusive property of Salem State University.

## **8. COSTS FOR PROPOSAL PREPARATION**

Any costs incurred by companies in preparing or submitting a proposal shall be the companies' sole responsibility.