

State of Arkansas DFA-OIS  
SAP GASB 87 Implementation Services  
RFP #: SP-21-0025  
Written Questions

Question ID	RFP Reference (page number, section number, paragraph)	Specific RFP Language	Question	Answers
1	Introduction 1.1	The Office of State Procurement (OSP) issues this Request for Proposal (RFP) on behalf of the Arkansas Department of Finance and Administration (DFA) - Office of Information Services (DFA-OIS) to obtain proposals and a contract for implementation services for the SAP Contract and Lease Management (CLM) functionality in the on-premise Arkansas Administrative Statewide Information System (AASIS) to comply with Government Accounting Standards Board (GASB) Statement 87.	Is the state willing to consider implementing GASB 87 compliant solutions that are not SAP?	No. The State already owns the SAP solution. This RFP is for Implementation Services only.
2	page 2, Section 1.4, Paragraph A	<i>Answers to Questions Posted to OSP website*</i>	Will addenda be available at the following web address: <a href="https://www.arkansas.gov/tss/procurement/bids/bid_info.php?bid_number=SP-21-0025">https://www.arkansas.gov/tss/procurement/bids/bid_info.php?bid_number=SP-21-0025</a> or another location? If so, what exactly is the location? Also, as of 11/5/2020, the webpage at the above link mentions that this RFP has been amended. Is there an associated document for Vendors to review, and if so, where is it located?	Yes, the Q&A and Addendum will be available at the referenced link. A previous update was made to correct a file name, which triggered the amended status.
3	page 3, Section 1.7, Paragraph A.1 - in conjunction with Official Solicitation Price Sheet	<i>Responses within the Information for Evaluation and Exceptions sections <b>must not</b> contain the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses.</i>	Is it the expectation of the DFA that our consultant resumes also have no names, (including corporation name) listed (ie instead they will be Consultant A, B and so on?) Should, thus, the Official Solicitation Price Sheet (where the example shown has a consultant name listed as "John Doe") also only include identifiers such as Consultant A, B and so on without actual names? Does the limitation on use of Contractor name include all sample training plans, work plans, SLA's, essentially anything that is meant to answer to the <b>Information of Evaluation</b> , even if these items are attached as an Appendix? Does this also mean there is a recommended nomenclature for our submitted file names, and if so, what is the recommendation?	Yes, the State's expectation is that company and resource names will not be revealed in the Contractor's technical response. This includes but is not limited to sample plans, work plans, and any items included as an appendix. OSP will rename electronic files appropriately before disseminating to evaluators. Contractors may list resources by name on the Official Solicitation Price Sheet, as pricing will not be opened until technical evaluation is complete.
4	Page 4 of 25 , Article 1.7 3 (iii)	Proposed Subcontractors Form.	Can a subcontractor/independent consultant be listed by multiple Prime vendors as their subcontractor or does a subcontractor/consultant has to work with only one Prime Vendor?	Subcontractor(s) can be associated to multiple Contractor responses. Only one Prime Contractor will be awarded.
5	Section 2.2	Project Scope	Has the Posting Schema for GASB 87 Accounting entries been finalised. If yes, can it be shared?	No. While we have a general idea on what the entries will be, we have not established the necessary general ledger accounts at this time. We anticipate creating those general ledger accounts during the design stage.
6	Section 2.2	Project Scope	Does State of Arkansas have Lease Out Scenarios applicable as well?	The State serves as both lessor and lessee.

7	page 6, Section 2.2, Paragraph A	<i>Implementation will be limited to only the functionality required to support GASB-87 compliance from the initial recording of the Lease Contract to the eventual posting of accounting entries to record the assets and liabilities associated with the lease and the periodic payments, interest, and depreciation required to fully account for the lease in accordance with GASB 87.</i>	How and where are the current leases that are in scope (RE/Auto/Equipment) tracked (Excel/Legacy systems)?	The CAFR section has maintained the inventory of Leases in Excel.
8	page 6, Section 2.2, Paragraph B	<i>Outlined below is a list of CLM use cases that must be included and defined in the Business Development Blueprint Design.</i>	Does the scope include triggering SAP workflow for lease approvals and amendments?	No
9	page 6, Section 2.2, Paragraph B.1	<i>Building Lease – State Owns and Manages the Building and rents to either another State Agency or to an External Entity</i>	Leases with External Entity: Will billing and AR process be done from CLM? What is the approximate number of leases? Leases with State Agency: Is this internal charge to cost center/fund center? What is the approximate number of leases?	For both Internal and External Leases, during the Explore Phase, we will evaluate standard functionality and determine its fit for use. See Question #11 for information regarding number of leases.
10	page 6, Section 2.2, Paragraph B.2	<i>Building Lease – non state-owned building and the State agencies lease the space</i>	Will payment processing and vendor payments initiated from CLM? What is the approximate number of leases?	For both Internal and External Leases, during the Explore Phase, we will evaluate standard functionality and determine its fit for use. See Question #11 for information regarding number of leases.
11	page 6, Section 2.2, Paragraph B.6	<i>Multi-year Lease where equipment is returned and replaced with new machinery every year of the lease</i>	What is the approximate number of leases?	Approximately 575 based on operating and capital leases currently listed on 2019 schedules. The actual number will likely be less once analysis is done to determine which would meet GASB criteria for recognition as lease asset and liability.
12	page 6, Section 2.2, Paragraph B.7	<i>Land Lease</i>	Are easements part of CLM scope?	Yes. Most though are not expected to meet GASB criteria for recognition.
13	page 6, Section 2.2, Paragraph B.8	<i>Building and equipment acquisitions funded by Capital Leases provided by Component Units, this project is responsible for the Lessee side of these Leases and providing a basis for reconciliation to the Component Unit's reporting of the Lessor's side of the lease.</i>	What is the approximate number of SAP company Codes involved with all the leases?	One Company Code which is the State of Arkansas
14	Section 2.6	Technology Overview	Can the State provide estimates on the following numbers ? i. Real Estate Leases ii. Equipment Leases iii. Any other type of Leases	See Question #11.
15	Section 2.6	Technology Overview	Does the State of Arkansas use PSCD or any other Industry Solution?	No.
16	Section 2.6	Technology Overview	Are there any major Customization or Enhancements done in existing FICO landscape which can impact CLM postings?	Yes, AASIS is a highly customized solution. During the explore phase, we will resolve any conflicts with existing customizations

17	page 13, Section 2.8, Paragraph C.1	<i>DFA expects to complete implementation by September 30th, 2021. The Prospective Contractors must develop a project timeline in their development of a work plan.</i>	Is the latest date of <b>Go-Live</b> by Sep 30th?	The State anticipates that support for CAFR reporting will be required around the September timeframe. Implementation of the Contract Lease Management functionality can be deployed in advance of that. The Contractor work with the State to develop a workplan that makes sense from a Project perspective.
18	page 8, Section 2.6, Paragraph C.3 <u>System Software</u>	<i>All components of the current ECC and BW are migrated to HANA.</i>	Is there a upgrade to S4/HANA planned for the near future?	This information is not relevant to responding to this RFP.
19	page 12, Section 2.6, Paragraph C.3.b	<i>Third party applications used by AASIS are listed below: a. BSI TaxFactory b. Vertex</i>	Does the scope include tax calculation with integration to Vertex?	Yes
20	Section 2.8	Implementation	Does State of Arkansas need Modified Accrual or Full Accrual method of Postings/Implementation?	The State of Arkansas requires both Modified and Full Accrual accounting for CAFR reporting.
21	Page No. 17 of 25, Article 2.14 A	The Contractor shall propose a suitable project manager/team with diversified expertise to meet the requirements of the State. The manager/team shall provide overall project management throughout the life cycle of the project to ensure successful completion on time. Project management must include, at minimum, the following	Do we need to provide resumes If yes, do we need to provide resumes of all the team members or only the resume of the Project Manager.	Yes, please provide resumes for all team members.
22	EO 98-04: Contract and Grant Disclosure Form	The file on the portal is corrupt.	The link provided on the website for the <b>Contract and Grant Disclosure Form</b> : <a href="https://www.arkansas.gov/tss/procurement/bids/get_document.php/popup?doc_id=16193&amp;doc_type=PDF">https://www.arkansas.gov/tss/procurement/bids/get_document.php/popup?doc_id=16193&amp;doc_type=PDF</a> yields a corrupt pdf file. Would the DFA please reupload this strongly recommended document.	Yes, please try the file again.