

RFP 1-08-C009

ENTERPRISE RESOURCE PLANNING SYSTEM IMPLEMENTATION

QUESTIONS AND ANSWERS (SET 6)

May 9, 2008

NOTE: Questions are intentionally not consecutively numbered. This is the final answer set.

Q205 Please confirm that the Legacy Pension Calculation System (PCL) mentioned in Appendix D, will be retained and is not meant to be replaced by a third party retirement management application as mentioned in Appendix B-6 Employee Lifecycle- EL 5.2 Retire Process under Best Practice.

A: The previous response to this question has been revised as follows:

The pension calculation system (PCL) will be replaced if the ERP HR/Payroll system solution is implemented. If Ceridian is retained, the PCL will not be replaced.

Q218 Please confirm that the Recruitment Process is managed manually outside the Ceridian System as per Appendix B6. The previous response has been revised, as of May 9, 2008:
The recruitment process is managed in Ceridian Recruiting Solutions (CRS).

A: Please see response to question #324.

Q308 What is the average number of billing documents created every month?

A: The Authority averages 1645 reports per month.

Q309 Cover page states, "Contractor shall furnish all necessary labor, materials, hardware, software, tools, travel, equipment and supervision to design, deliver, install, and maintain."

Microsoft plans to submit a proposal for services only with intent to negotiate and execute a mutually agreeable services agreement with Authority. Authority would negotiate terms and conditions and price with licensed Microsoft software reseller and eventually execute a software license agreement for necessary software product with reseller. Would this adversely affect evaluation of Microsoft's proposal or deem it non-responsive?

A: Offerors must submit a proposal that provides all of the requirements in the SOW.

The Offeror takes exception to or modifies the solicitation terms and conditions at its own risk. At a minimum, exceptions detrimental to the interests of the Authority will result in a lower score during proposal evaluation. The Authority, at its own discretion, may determine that significant exceptions taken by the Offeror make the offer non-conforming, as described in Attachment 02, Paragraph 6.0 entitled "Proposal Deviations, Assumptions and Exceptions."

Q310 V Solicitation Provisions, 08. Contract Award, G. (page V-3) states, "A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party."

Does this mean offeror's response along with the RFP would comprise the actual agreement for both parties? Microsoft has reviewed legal RFP terms and conditions in detail and has made a determination that there are certain provisions it cannot sign up to verbatim, specifically but not limited to IP rights, termination for default, indemnification (no limitation of liability) and warranty, without substantive modification or substitution with alternative language. Microsoft plans to submit a proposal containing exceptions to such provisions and proposed language in lieu of Authority's with statement and expectation parties would have an opportunity to negotiate a mutually agreeable contract within a limited period of time after award. Microsoft sees no barriers to our achieving success in this regard having done so with a number of similar government customers in the past. Would this adversely affect evaluation of Microsoft's proposal or deem it non-responsive?

A: See response to Question #309.

Q311 Attachment 02 Instructions to Offerors and Evaluation Criteria, 5.0 Price Proposal

Authority asks for a firm fixed-price proposal, which by definition would only require offeror to submit a milestone and/or deliverable schedule with price for each milestone and/or deliverable. However, Authority requests offeror provide additional proprietary price detail or breakout, i.e. labor categories, rates, number of hours. Would only providing milestone and/or deliverable schedule with price for each adversely affect evaluation of Microsoft's proposal or deem it non-responsive?

As mentioned above, reseller would be separately and independently responsible for negotiating terms and price for Microsoft software product purchase with Authority. Therefore, reseller would provide prices for Microsoft software product to Authority directly and not through our response to this RFP. Would this adversely affect evaluation of Microsoft's proposal or deem it non-responsive?

A: Answer Paragraph #1: A price breakout is required in order to evaluate proposals and identify cost drivers.

Answer Paragraph #2: Yes. Reseller prices must be included in the proposal or the Authority has not been offered a complete+K12 solution.

Q312 Attachment 02 Instructions to Offerors and Evaluation Criteria, 6.0 Proposal Deviations, Assumptions and Exceptions states, "Any deviations, assumptions and exceptions may cause offer to be scored lower or if cause offer to be non-conforming to stated requirements, offer may be rejected."

As mentioned above, Microsoft plans to submit substantive exceptions to certain RFP terms and conditions and propose alternative language that best fits services Microsoft offers and method by which it performs them in lieu of Authority's provisions. Would this adversely affect evaluation of Microsoft's proposal or deem it non-responsive?

If permissible, please provide specific instructions how Authority would like offeror to include exceptions and alternative language in its response so it is compliant.

A: See response to Question #309.

Q313 Attachment 02, Instructions to Offerors and Evaluation Criteria - Page 8, Section L. Additional Information for Offerors/Operating System and Database Standards reads " MWAA has established Unix as its standard operating system and Oracle as its standard relational database management system (RDBMS). MWAA is open to any RFP application software where there exists a version of the Oracle RDBMS that is certified by the ERP vendor for use with their software. The Offeror is required to justify any divergence from those standards.

Attachment 01, Statement of Work - Appendixes, Appendix E - Technical Environment, Section 1.1 Server Environment reads: A mixture of Microsoft Windows 2000/2003 is the standard OS for most servers and Microsoft Windows 2000 Active Directory is used across both airports.

Question: Please clarify MWAA's standard for the operating system. Is it Windows 2003 or Unix? We are equally comfortable with both environments but wanted to clarify the customer's preference.

A: The Authority is currently using a mix of both Windows and Unix operating systems. The Authority has established Unix as its OS standard for future implementations.

Q314 What is MWAA's annual "spend budget" defined as published records of budget year procurement obligations?

A: The Authority's public financial information can be found on the Authority's website: http://www.mwaa.com/news_publications/publications/financial

Q315 Attachment 2, Instructions to Offerors, Section 3.0e, Reporting and Analysis Tools, asks us to provide "...a list of the standard reports, by module, which come "out of the box" or are configurable with the Software." Our Software Package contains over 1000 standard reports out of the box. May we include the list of Standard Reports as an Attachment?

A: See response to Question #265 (Answer Set #4).

Q316 Source: Page 15 Section X, Attachment 2 MWAA help desk business hours
Q: What the normal business hours for the MWAA help desk?

A: Help desk hours are 6 am to 7 pm week days.

Q317 Source: Page 15 Section X, Attachment 2 MWAA help desk business hours
Q: Does the MWAA help desk provide support outside normal business hours? If yes, please describe how low, medium and high level tickets are handled outside of normal business hours?

A: Yes, the Authority provides Help Desk services outside normal business hours, but it does not classify the priority of help tickets outside normal hours. If one calls the help desk after hours, a message instructs the caller to either leave a message with the option to have the issue addressed immediately the next business day or provides an alternative to page on-call person.

Q318 Source: Section V-2, 05 "Restriction on Disclosure" and Use of Data requires the offeror to insert page numbers [on the cover page] identifying those pages they wish to protect from public release. The Instructions to Offerors require pages be numbered with the volume number, section number and page number [so the number for each page is long]. Considering the number of pages in the Technical Volume we wish to protect from disclosure, identifying each [restricted] page separately on the cover is impractical [would not fit on the cover].

Q: Would the Authority permit us to cite the entire volume rather than each page?

A: Yes.

Q319 The Authority has released three Q&A responses to the solicitation that counter or clarify clauses or modify direction given in the original solicitation. Are the answers provided in the Q&A releases considered binding as amendments to the solicitation?

A: Answers to questions are considered clarifications to the solicitation and are for information only. Only the amendments we are issuing officially change the RFP.

Q320 Source: 118,123 Appendix G-Quarterly Status Report Template. Appendix H-Monthly Status Report Template The Quarterly & Monthly Status Report templates imply that it will be required to report actual costs.

Q: Reporting on actual cost is not typical for FFP contracts. On FFP contracts we typically use the integrated master schedule to track progress against plan for status reporting. Would the Authority consider deleting the requirement to report on actual costs? If not would the Authority be willing to explain its rationale for requiring this information?

A: The Authority is requesting this information in order to provide oversight of the Offeror's management and performance on the project. Revised versions of Appendix G and H are included in Amendment Five.

Q321 Could you please clarify exactly which services are required for level 2 & 3 support.

Should we assume that the Authority will have no internal capability for level 2 and 3 support

A: Please see response to question #58 (Answer set #1).

Q322 Q39: Appendix D: Legacy Systems Requirements: States, is there any existing information between your Financial, PROPWorks and/or maintenance system today? Answer: Financials interfaces with PROPWorks but not Maintenance. Maintenance interfaces with Inventory (nPICS) and HR (Ceridian)

What kind of data is exchanged between Maintenance and Ceridian? Is it a one-way or two-way interface?

A: Basic Time and Attendance data is exchanged between Maintenance and Ceridian.

There is a one-way interface at each airport (DCA and IAD) that exchanges data from the Maintenance Management System (FM1) to the Ceridian system.

Q323 Is MWAA currently using (or implementing) PASSUR and to what extent?

A: Passur is used to verify landing information for both airports. All of the airlines provide the Authority with their landing information for the month. Passur is used to verify information provided by the airlines.

Q324 Additional Question in response to Q105 & Q218: Is Benefits Functionality being used in Ceridian? In response to Q218, you have confirmed that Recruitment Process is managed outside Ceridian. So, as per Q105, what recruiting solutions are being used in Ceridian? For e.g., is there an applicant database maintained within Ceridian?

A: The benefits functionality is used in Ceridian. The Authority's applicant database is maintained by the CRS and information flows over to the Ceridian HR/Payroll module from it. The full recruiting function

from application submission to hiring is handled by the CRS. Please refer to question #218, which has been updated.

Q325 Please provide clarity on what the Authority would like in Volume One. Does the Authority want an extended Executive Summary?

A: See response to question #111 (Answer set #3)

Q326 With the change in the RFP concerning Train the Trainer (the removal of Train the Trainer), how does the Authority envision the delivery of the required ongoing training and who will conduct the training?

A: The Authority envisions ongoing instructor-led and web-based training.

Q327 Please define the Authority's statement available "on site". What does that mean?

A: Please refer to questions #62 (answer set #1) and #73 (answer set #3).

Q328 Comment: In response to Q140 & Q206, you have referred us to Q205. This Q205 is not answered in set 1, set 2 or set 3. Should it be assumed that this Q205 will be answered in a forthcoming set?

A: Q205 was answered in question set 4.

Q329 With regards to functional Requirement CAL159 (The system shall interface with Authority used banks), How many banks does the system have to interface with?

A: The Authority currently uses five banks. The Authority expects the system to have the ability to accommodate additional banks in the future.

Q330 With regards to functional Requirement P2PL003 (The system shall accept all levels e.g., Level 1, Level 2, Level 3 of reporting for Pcard transactions provided by Pcard providers.), How many PCard Providers does the system have to interface with?

A: The Authority currently uses one Pcard provider. The Authority expects system to have the ability to accommodate additional Pcard providers in the future.

Q331 With regards to functional Requirement P2PL014 (The system shall provide the capability to receive invoices from vendors electronically), How many Vendors does the system have to interface with?

A: At this point the Authority does not know how many of our current vendors will have the capability to provide electronic invoices. Currently, the Authority has 8000 active vendors in the system. The Authority deactivates suppliers that have not had any activity for 3 years.

Q332 If MWAA is requiring instructor led training for all users, can you elaborate on why you are requiring web-based training materials?

A: Web-based training will be used for on-going refresher training and new employee training.

Q333 Per the proposal format guidelines, the physical characteristics of the proposals will conform to the following requirements:

Prepared in left justified format with 1.5 line spacing and in a Microsoft Word release no earlier than 2003 SP2. Volumes II and III are limited to a total combined page limit of 225 pages, including Table of

Contents and Glossary for each volume. The Offeror shall use its own discretion to determine how it will divide pages between the two volumes.

Will the Authority please reduce the line spacing to 1 instead of 1.5?

Yes. The RFP will be amended to provide for this.

Q:334 Will the Authority please increase the overall Volumes II and III page count to at least 300 pages?

A: No.

Q335 Based on MWAA's response to Q205 that Pension Calculation System (PCL) will not be replaced by the ERP HR/Payroll Solution, please clarify which of the following requirements need to be addressed by the new ERP HR/Payroll Solution, if they are not already being addressed by PCL:

EL117: The system shall enable employee or Retirement Specialist to do what-if modeling for the retirement calculation varying retirement date, projected earnings, joint survivor & other options.

EL105: The system shall calculate defined benefit pension plan benefits to be received based on retirement dates.

EL103: The system shall fully handle vesting requirements of pension system based on user defined rules and employment history.

EL118: The system shall provide automatic Social Security offset in the retirement calculation.

A: All pension calculation system (PCL) requirements must be addressed if the ERP HR/Payroll system is implemented. Please see response to question #205, which has been revised.

Q336 Is there an interface between Ceridian and PCL (Pension Calculation System)? If yes, then what kind of data is exchanged between the two systems?

A: The data exchanged between the two systems include: general employment history, plan participation history and annual salary history.

Q337 If there is no interface currently supported between Ceridian and PCL (Pension Calculation System), then will MWAA want PCL to continue to be a stand alone system, or would they want it integrated with the new ERP HR/Payroll Solution?

A: Please see response to question #336 and #205.

Q338 With reference to EL117: The system shall enable employee or Retirement Specialist to do what-if modeling for the retirement calculation varying retirement date, projected earnings, joint survivor & other options.

Do employees use PCL (Pension Calculation System) in current state to do such what-if modeling? Please clarify MWAA requirements for employees doing their own what-if modeling for retirement calculation and MWAA's expectation from the new ERP HR/Payroll system for this requirement.

A: The Authority does not use the Pension Calculation System to do what-if modeling. It's not an expectation that the system perform the what-if modeling but if the functionality does exist we may use it, but we are not asking for customization of the ERP solution. Please see response to question #205.

Q339 Q174. Source: Attachment 2 p.17 5.a 1-08-C009_RFP.pdf, Attachment 2, Instructions to Offerors and Evaluation Criteria, Section 1 - Pricing Information 1-08-C009_Schedule.xls, worksheet

Q: In the Excel file, what information is the Offeror to provide in the rows under Item # 5.0, Other (rows 159 through 166)?

A: Section III, item 5.0 "Other" of the Pricing Schedule should list those prices not covered elsewhere in the pricing schedule, such as travel, printing, software tools, etc. All prices must be identified with assumptions described in detail on supplemental pages.

This question pertains to the response to Q174. Should travel be included in the labor rate in the pricing schedule in Section III, Item 1.0 vs. Section III, Item 5.0?

Are you looking to see the fully burdened rate or a rate plus travel in a separate section?

A: Local travel expenses for personnel located in the Washington DC metropolitan area should be included in the labor rates Item 1.0. Travel expenses for personnel visiting the Washington DC metropolitan area to work on this contract should be included in item 5.0.