



Vendor Submitted Questions and Responses

1. Can the RFP response and/or question deadline be extended?
 - VEIC has extended the deadline for RFP submissions. **Responses to this RFP must be delivered electronically to VEIC by 5p.m. EDT on July 22, 2022.** VEIC will not accept responses submitted after 5p.m. EDT.
 - Please submit your response via e-mail to: erprfp@veic.org with *RFP Submittal for VEIC ERP* in the subject line.
2. What is VEIC's annual revenue?
 - \$130M budgeted/expected for FY 2022
3. What is an FTE for VEIC?
 - 37.5 hours per week, per FTE
4. Does VEIC practice any form of full balanced fund accounting? Any automatic due to due from at the fund level? Is any level of Encumbrance accounting required with the budgeting process?
 - VEIC does not utilize fund accounting and does not utilize encumbrances in its budgeting and accounting practices.
5. Does VEIC solely have a general ledger?
 - Yes.
6. Who, if any, are VEIC's federal clients? If applicable, what percent of VEIC's work is federal and is VEIC looking to expand the federal business?
 - VEIC's work directly with Federal Agency programs, as well as through State Agency programs which are Federally Funded, as a grant recipient or subcontractor.
 - The level of Federal work varies each year from 1% to 15% of VEIC revenues, based on new funding initiatives. Currently, VEIC is performing approximately 15% of its work in the Federal space due to new ARPA funded programs.
7. Is VEIC DCAA and CMMC compliant?

- No
- 8.** Is VEIC subject to calculation of indirect costs and reporting these costs back to the federal government? Should the new system be able to do these calculations automatically or just be able to do the allocations?
- Yes, VEIC is subject to a NICRA with the DOE.
 - The new system should be able to automatically calculate actual rates, and also allocate based on a fixed rate. (Please refer to the *Allocation Problem Statement* document which is now available in the [RFP posting on VEIC's website](#))
- 9.** Does VEIC receive any federal funding that needs to be reported back to the federal or state government?
- Yes.
- 10.** Aside from consulting contracts, are there other sources of revenue that need to be accounted for?
- Yes. We have multiple revenue streams.
- 11.** How many funding sources/customers (by type between governments, utilities, foundations, and other businesses) are active?
- VEIC has approximately 90 contracts that are funded by state agencies, Federal agencies and commercial entities that comprise ~10% of our business. VEIC has three large contracts with state agencies, and a utility company, that derive revenue from ratepayers, state grants, and federal resources. These contracts comprise the remaining 90% of VEIC revenue.
- 12.** Do current system limitations require departments to perform work outside of VEIC's existing ERP system, such as using a program like Excel? If so, what portion of that work is done outside of the system?
- Yes. Greater than 50% of our work is performed outside of our current ERP.
- 13.** Does VEIC currently have work with the DOD?
- No

14. Does VEIC currently use Salesforce? If so, how is it being used and for what purpose? What does “native connection” mean regarding Salesforce, and to what degree is data to be shared between it and the ERP system?

- Yes, VEIC utilizes Salesforce.
- VEIC utilizes Salesforce as our primary CRM and opportunity management system for our consulting related services. Specifically, VEIC uses Salesforce to track interactions and information related to prospective and existing clients, including information related to opportunities for work with those clients.
- VEIC uses the term “Native Connection” to indicate the availability of a pre-existing integration with a solution. In the case of Salesforce this would mean that the ERP is able to synchronize or share data between Salesforce and the ERP without requiring significant amounts of custom development beyond “configuration” of that connection.
- VEIC would prefer our ERP be capable of synchronizing client (company) data, as well as data related to fully executed project information, that is currently tracked in Salesforce Opportunities. Examples include basic project information like, project name, project dates, prospective project teams, revenue targets, and client information.

15. Does VEIC prepare any sort of proposals? If so, how are said proposals managed?

- Yes, VEIC prepares proposals. We prepare between 75 and 150 proposals annually. Each proposal is custom and highly complex. VEIC maintains a separate toolset outside of our ERP to develop those proposals. VEIC utilizes Salesforce for CRM support related to the sales process, and stores proposals in opportunity objects managed in Salesforce.

16. What are the meanings of “custom dimensions,” “vendor payment warrants,” “expense warrants,” and “system has the capability to simulate changes to planning modules,” referenced in Addendum A? In addition, what is the meaning of a “user defined field around the expense”?

- Custom Dimensions – Ability to add additional fields into transactions, including any modules that transactions source from. e.g., AP expense module, timesheets, expense reports, etc. These dimensions must be made available throughout the system.

- Vendor Payment Warrants AND Expense Warrants – Because our checks are automatically signed, an electronic approval system must be applied for payments.
- System has the capability to simulate changes to planning modules – Flexibility within the environment to make changes and model future business needs.
- User defined field around the expense – Adding a custom dimension to the expense report module. e.g., to track airline mileage

17. Does VEIC use an outside system for its budgeting and planning? If so, what is that system and is VEIC interested in implementing it into the new ERP moving forward? Is this system used financially or for project budgeting and forecasting?

- Yes, VEIC uses Workday Adaptive Planning for our budgeting and forecasting. If there is no native budgeting/forecasting module in the proposed ERP, we would be interested in integrating Adaptive into the new system.
- Workday Adaptive Planning is currently being used financially. Future state, we would like to use the system for project budgeting and forecasting.

18. Can the budgeting and planning section be elaborated? Are projects budgeted separately?

- Please see question 18.

19. What is the "data entry sheet" reference in Addendum A?

- An input sheet for end users into the budgeting and forecasting module.

20. When does the current ERP system contract expire or renew?

- VEIC has an annual maintenance agreement.

21. If awarded the contract, how long will the selected vendor have to implement the new system?

- Approximately 12-18 months.

22. What vendors are being considered for this contract?

- Vendors are unknown at this time until the RFP submission window closes.

23. Does VEIC currently use an EPM (Enterprise Performance Management) or CPM tool?

- VEIC uses Workday Adaptive Planning for our budgeting and forecasting.
- 24.** What 3rd party tools does VEIC implement? Are these tools connected with Deltek?
- Automatic Data Processing, Inc. (ADP), Workday Adaptive Planning, Salesforce, and internally developed tools.
- 25.** What is the legal entity structure of VEIC? How many TIN reporting entities will the ERP system have?
- VEIC anticipates having 2 reporting entities in the ERP. The VEIC entity and a separate database for a utility fund that we manage as fiscal agent. We have two smaller entities that we might consider at a later date.
- 26.** What sub-locations, geographical territories, contract reporting groups, customer groups, departmental, etc. reporting units and/or locations will the ERP system be required to handle or report on?
- Business Areas/Custom Groups attributes
 - Regional Cost Center attributes
 - Contract reporting groups that contribute cost share requirements
 - Flexibility to add attributes as business needs arise
 - See question 28 for organizational structure for cost center reporting/business unit & departments (service organizations)
- 27.** What is an example of the 5 hierarchical levels the GL cost center structure should have?
- Cost Center Organization
 - Company > Direct/Shared/Corp Services > Division > Business Unit > Fund(s)
 - Service/Employee Organization
 - Company > Direct/Shared/Corp Services > Division > Business Unit > Employee/Service Department
- 28.** What is an example of user defined attributes desired to be added to GL dimensions?
- Service Organization or Employee Department

- 29.** Does VEIC's current budget process involve budget revenue or expense drivers including calculation logic which utilizes statistical accounts and any other advanced planning formulas or logic to derive budget values?
- Yes.
- 30.** What types of projects require WBS accounting? What is the duration of said projects?
- All projects require the use of our WBS accounting. Project durations are variable.
- 31.** What is the meaning of the acronym ODCs?
- Other Direct Costs. Other cost types include Labor and Subcontractors.
- 32.** Are VEIC's project ODCs coming from allocations or direct billing?
- ODC's are sourced from expense reports and AP vendor invoices, typically.
- 33.** What credit card module does VEIC currently use? Does VEIC have vendors that accept credit cards? Does VEIC pay its vendors with credit cards as part of the AP process?
- VEIC does not currently utilize a credit card module. This module would primarily be used to capture expenses, receipts via document storage, and perform credit card reconciliations.
 - VEIC does not pay vendors with credit cards.
- 34.** What is the level of integration and accounting with the current accounting system and credit card management system?
- Not applicable. See question 34.
- 35.** Regarding allocations, the RFP notes fixed %'s, but what other allocation basis are needed (any need for stat accounts)? What is an example of a stepped allocation?
- Please refer to the *Allocation Problem Statement* document which is now available in the [RFP posting on VEIC's website](#).
- 36.** What is driving VEIC's calculated allocation rates and how often do these rates change?

- Please refer to the *Allocation Problem Statement* document which is now available in the [RFP posting on VEIC's website](#).
- 37.** What is the current organization structure of VEIC? How many legal entities are within the organization and what is the nature of said entities (i.e., non-profit, for-profit, etc.)? Will all legal entities have the same account structure? Is there a need for consolidated reporting?
- Please see question 26.
- 38.** What systems currently being used will remain and require integration with the new ERP system?
- A VEIC-developed line of business software application that tracks transactions/payments required to be made as a result of project work. The transactions are currently transferred to the existing financial system through a semi-automated mechanism. Vendors and vendor addresses are created by this system as needed.
 - Please see question 25 for third-party integrations.
- 39.** How many users and departments are expected to be on the new system? Of said users, how many need full functionality, time & expense only, and vendor access, respectively?
- Departments - 13
 - Time & Expense (T&E) and AP Invoice Coding & Approvals all users - 318
 - Time & Expense (T&E) and AP Invoice Coding & Approvals only - 273
 - Full Access - 3
 - Vendor Management/AP Processing & Payments/T&E Processing - 2
 - Vendor Management/AP Processing – An API user account integrated with in-house solution
 - Vendor Management Limited Access - 3
 - Vendor Review/Reporting - 30
 - Accounting/Banking - 4
 - Billing - 3

- 40.** How many invoices does VEIC send out per month and how are sales invoices currently distributed? For project billing, does VEIC require a workflow to approve invoices before they are reposted?
- VEIC currently sends out approximately 60 to 70 invoices per month. These invoices are all sent as PDFs via email.
 - Yes, VEIC will require a workflow that allows one person to create and submit invoices and one person to review and post invoices.
- 41.** How many dedicated Accounting Staff does VEIC currently have?
- VEIC has 9 dedicated accounting staff, within a 14-person Finance team.
- 42.** What type of tax software does VEIC currently use?
- VEIC does not utilize a tax software, as we are a 501(c)3. VEIC tax returns are prepared by an external accounting firm.
- 43.** Is VEIC's fiscal year standard calendar?
- VEIC uses the standard calendar fiscal year.
- 44.** What fixed assets does VEIC currently have? What depreciation methods are used?
- VEIC fixed assets consist of computers and software, furniture and fixtures, vehicles, and leasehold improvements. VEIC needs to have the ability to assign assets, and corresponding depreciation, to separate departments and cost codes.
 - VEIC depreciates fixed assets on a straight-line basis.
- 45.** Is the process of managing revenue and expense activity for discrete funds (inclusive of contracts, grants and/or cooperative agreements) considered to be of importance?
- Yes. VEIC manages several discrete revenue streams, primarily contracts and grants. The revenue and expense activity for each of these funding streams needs to be isolated. Currently these funding streams are identified by separate cost codes.
- 46.** Is the Vendor Portal as described intended to provide vendors with self-service access to the status of their invoices? If so, approximately how many vendors would be given access?

- That was not the intention of the Vendor Portal. VEIC would like employees to have online access to maintain vendors and run the AP process.
- 47.** For solutions that have strong integration with Salesforce, would VEIC consider including this in Phase 1?
- VEIC is open to hearing more about what this would entail.
- 48.** Should the components for the Work Breakdown Structure be included in the chart of accounts setup?
- VEIC would need to learn more about what this would entail.
- 49.** Does VEIC need to perform actual salary or pay rate costs at the project level, then bill for provisional rates, in addition to actuals such as a fringe or overhead rate?
- Yes. VEIC needs to be able to track actual labor rates at the project level, and then have the ability to bill at cost, as well as additional multipliers.
- 50.** For credit card import, does VEIC maintain the credit card accounts or will we need to import credit card information from individuals accounts? Do the Credit card Imports tie only to AP, or do they tie to Expense reporting?
- The system would need to be able to import credit card information from individual accounts. Personal cards would be reimbursed through expense reports.
 - An independent credit card module would tie to AP.
- 51.** Is VEIC currently using any type of Object Character Recognition (OCR) to automate AP invoice data entry?
- No.
- 52.** Is a Mobile app required for expense management?
- The ability to enter and manage both employee time (entry and approval) and employee expenses (entry and approval) is required by VEIC.
- 53.** For timesheet entry, are employees required to record time daily? Does VEIC require alerts and reports for individuals that did not enter time as required? Are comments required for any changes to a time sheet?

- These are not current requirements, but VEIC would be interested in learning more.
- 54.** Is the automated labor adjustment meant to take the salary for an employ and calculate an hourly rate for that period based on the number of hours worked?
- Yes.
- 55.** In the allocations are these for Cost Pools to record actuals against the projects? Are any of the allocations based on a service center approach?
- Yes, please refer to the *Allocation Problem Statement* document which is now available in the [RFP posting on VEIC's website](#)