

## RFP Questions: ERP Consultant 1/22/2021

1. What is the expected duration of the project?

Our expectation is that the assessment will last approximately 3-6 months.

2. When does HIAS need to have phase 1 (Accounting, Payroll, FP&A) of the new ERP in production, ready to use? Additional phases, timekeeping, HRIS?

HIAS would like Phase 1 ready by October 2021; other phases should be ready by Q1 2022.

3. How does HIAS envision making project related decisions such as agreement on requirements and vendor selection? Is it by stakeholder group or unilateral by one role?

HIAS has an ERP Steering Group that will make project related decisions.

4. How many and what are the key stakeholder groups/functions and locations that are involved in each of the following identified stages of the project:

- a. Document and update business practices
- b. Comprehensive review of current applications to business practices and development of requirements
- c. Create ERP requirements document and RFP
- d. ERP vendor selection
- e. ERP training
- f. Selection of identified HIAS staff position(s)

The ERP Steering Group will work with the consultants to determine each of these elements during the assessment phase of the project.

5. Will this project report into one day-to-day HIAS lead or many?

HIAS expects the project will report into 2-3 day-to-day leads.

6. Does documentation for all financial management activities currently exist?

Documentation for some, but not all financial management activities, exists.

7. How many processes does HIAS envision require documentation under this RFP?

This information will be determined throughout the course of the project.

8. Does HIAS have current state architecture documentation?

HIAS has some, but not complete state architecture documentation.

9. In relation to the demonstration portion, are you expecting the consultant to be solution agnostic?

Yes.

10. Is there reference of sustainability related to the consultant's philanthropic efforts and inclusion / diversity, and / or is geared toward how flexible our methodology is in accommodating changes that may occur over the project timeline?

In regards to Evaluation Methodology Factor "1.4 Sustainability", a major focus will be on the sustainability of the solution (software) and its adaptability to accommodate changing situations.

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