



Office of the Administrative Director – Financial Services Division

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October 13, 2009

MEMORANDUM

TO WHOM IT MAY CONCERN

FROM: JANELL KIM, FINANCIAL SERVICES ADMINISTRATOR

SUBJECT: **ADDENDUM NO. 3, REQUEST FOR PROPOSALS NO. J10080,
PROVIDE GENERAL LEDGER SOFTWARE AND SERVICES TO
THE JUDICIARY, STATE OF HAWAII**

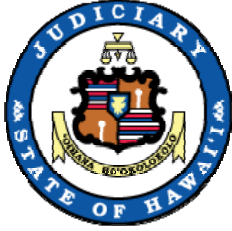
Transmitted herewith is one copy of ADDENDUM NO. 3, including some questions and answers, for your review. Should you have any questions regarding this addendum, please contact Jonathan Wong in the Contracts & Purchasing Office at (808) 538-5805, FAX (808) 538-5802, or email jonathan.h.wong@courts.state.hi.us.

A handwritten signature in black ink, appearing to read "Janell Kim".

Janell Kim
Financial Services Administrator

JK/JW:jw

Transmittal - Addendum No. 3



RFP J10080 Questions and Answers Posted 10-13-09

- 1) Is the accounts payable system out of scope or included as part of this project?

Answer:

See answer to question 12 in addendum 2

- 2) Will the Judiciary accept some work as off site work when it allows for significant cost savings?

Answer:

Yes. Vendor should document in section 4.4.2 by phase which resources will be onsite and which will be offsite. For any resource that will be onsite, vendor should document for how long they will be onsite. See also, the answer in the second paragraph to question 52 in addendum 2.

- 3) How many balance sheets are required for the various entities - or is one balance sheet sufficient for all entities?

Answer:

Multiple balance sheets are required as each accounting entity as shown in the diagram in section 2.2.4 will generate a balance sheet.

- 4) Please elaborate on AR-101 (2.3.2.3 Accounting Requirements - Page 18). The ability to generate a trial balance report by financial institution. Does this mean trial balance for transactions that involved cash accounts from a specific financial institution?

Answer:

Yes

- 5) Are two years of data conversions limited to GL Detail and Summary data, or are other areas such as Cash Ledger needed?

Answer:

Dynalogic has 2 main tables which are Transaction Files and G/L Summarized Files as referenced in section 2.2.2. The Judiciary will identify all the specific tables that need to be converted from Dynalogic as reference in section 2.3.3.2.

Vendor should document any assumptions made regarding the conversion of data and/or the number of tables to be converted in their bid.

- 6) Are any Fixed Assets tracked in the proposed GL that require the Asset Management Module – in other words, are depreciation calculations required?

Answer:

No

- 7) Are there any cost allocations for the General Ledger or individual funds required?

Answer:

Assuming that the question defines cost allocation as the method to determine the cost of services provided to users of that service, then the answer is no for the cost allocations general ledger.

Each accounting entity within the Judiciary is responsible for their Trust and Agency fund. See also; answers to question 9 in addendum 2.

- 8) What is the impact if the GL Chart of accounts does not allow alpha as part of the account number?

Answer:

Requirements related to the chart of accounts would not be met.

- 9) Is new GL Chart numbering and creation already ready or is this a major part of this project?

Answer:

See answers to question 2 in addendum 2.

- 10) Will all training be at the Alakea Street location in Honolulu? For the meeting that requires 60 participants will the vendor need to locate a training room – and at the vendor or Judiciary's expense?

Answer:

Yes, training will be at the Alakea Street location in Honolulu.

Training is required for 40-60 participants. There are no specific requirements that state that training must be accomplished in a single session. The Judiciary will provide a training room that has 20 computer workstations. Vendors have the flexibility to offer 3 sessions in order to accommodate all 60 participants.

Vendor should document any assumptions as to the number of training sessions that will occur and/or if their bid includes cost for training to be held offsite.

11) Training Requirements - Page 20. 1. (TR-VE-03): Does the Judiciary have the staffing to run parallel on both systems? If most transactions are going into the Lawson GL via interface, can we assume that the impact on staffing would be very low to achieve a parallel system test?

Answer:

Judiciary will have the staffing necessary to meet the requirements of the project.

Vendor should document any assumptions they have made regarding the staffing levels they need to support parallel testing. Vendor should also document any dependencies they have on the Judiciary for parallel testing.

12) Training Requirements - Page 20. 4. Does this include initial implementation training?

Answer:

Training should encompass all areas of the application and the functionality that is being delivered. Reference should also be made to the deliverables required in section 2.3.3.3.2.

Vendor should document any assumptions they have made regarding what types of training will be provided.

13) Does the client have expertise to produce GL transaction and balance extracts from current (DynaLogics) system?

Answer:

Yes, assistance could be provided to produce GL transaction and balance extracts from Dynalogic.

Vendor should document any assumptions regarding the type and amount of assistance that they would require to produce GL transaction and balance extracts from Dynalogic.

Vendor is ultimately responsible for developing the interface and extracting data from Dynalogic as documented in the requirements in sections 2.3.2.1 and 2.3.3.2.

14) Does the client have the expertise and/or the documentation to assist a Lawson expert in mapping data fields to the new system interface files?

Answer:

Yes, assistance could be provided.

Vendor should document any assumption regarding the type and amount of assistance they would require to complete the data mapping.

Vendor is ultimately responsible for completing the data mapping as documented in the requirements in section 2.3.3.2.

15) It is recognized that Dynalogics implementations can include the following modules. Which modules are currently in use at the client, and will be converted to the new system? (RFP leads us to believe only GL & Budgeting, but would like to verify.)

- a. General Ledger and Budgeting
- b. Accounts Payable
- c. Purchase Order and Requisitioning
- d. Accounts Receivable
- e. Inventory
- f. Fixed Assets
- g. Human Resource Management

Answer:

Dynalogic contains the general ledger module.

See also; answers to question 12 in addendum 2.

16) Do all interfaces between JIMS & GL system flow through the Service Broker?

Answer:

Yes, all interfaces between JIMS and the G/L will flow through Service Broker. See diagram in section 2.2.3

17) Are the JIMS-GL System interfaces real time query/update functions? Batch updates? A combination?

Answer:

That level of detail will be finalized once a vendor has been selected. Based on preliminary internal discussions and the requirements in the RFP, the Judiciary believes that it will probably be a combination of real time query/update functions and batch updates.

Vendor should document any assumptions they have made regarding the interface between JIMS and the new GL.

18) What data is currently interfaced between JIMS & Dynalogics

- a. Type?
- b. Frequency?
- c. Volume?

Answer:

There is no interface or interaction between JIMS and Dynalogic.

19) Is it the intention to replicate current JIMS/Dynalogics interface data, or will a review/reengineering of these interfaces be included within the scope of the project requirements?

Answer:

There is no existing interface out of Dynalogic.

The Service Broker will be the interface out of JIMS. For additional detail on the Service Broker see answers to question 12 in addendum 2.

20) What is the technology of the Service Broker?

Answer:

See answer to question 14 in addendum 2.

21) Does the client have technical resources to perform development in the Service Broker applications to take advantage of a servlet-based set of API's accessible via http POST & GET requests provided assistance in the usage of the API's and underlying file structures of the new system?

Answer:

Yes provided that the approach meets the requirements documented in section 2.3.2.1. See also; answers to question 14 in addendum 2.

Vendor should document any assumptions related to the development and/or integration of their general ledger's API's with the service broker.

22) When Dynalogics is retired, will the Trust Accounting system continue to be used? Therefore requiring an interface between Trust Accounting and the new GL system after the Dynalogics to the new GL system interface is retired?

Answer:

No. Once Dynalogic is retired the only interface will be from JIMS to the Service Broker to the new GL.

23) Will the vendor or client be expected to provide the hardware, technical setup, and maintenance (who provides test box)?

Answer:

See requirements 4, 5,6,7,8,9,10 and 12 in section 2.3.3.3.2