

REQUEST FOR INFORMATION (RFI)

For
Software Solutions

COVER PAGE

Information Due Date: January 22nd, 2007

Information Due Time: 2 p.m. Central Time

<p>Questions regarding general Request for Information (RFI) procedures must be submitted by January 12th, 2007, and should be directed to:</p> <p>Christopher Flynn OMB.TechnologyRFI@illinois.gov</p>	<p>Submit your Request for Information (RFI) response by due date and time to the following address. Please submit 5 hardcopies (one unbound) to the address provided.</p> <p>Christopher Flynn 603 Stratton Building Springfield, IL 62706 (217) 782-5886 OMB.TechnologyRFI@illinois.gov</p>
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Completed by:

Vendor

Contact Name & Title

Address

City, State, Zip

REQUEST FOR INFORMATION (RFI) INTRODUCTION

We would like to thank you in advance for reviewing this Request for Information (“RFI”) and hopefully assisting us in this effort.

The State of Illinois (the “State”), through the Governor’s Office of Management and Budget (“GOMB”) is contemplating the acquisition of Software Solutions to include Fiscal and Human Resources (“HR”) modules. As an initial step in the procurement process, this Request for Information (“RFI”) has been prepared to assist the State in fully understanding the software functionality that is available in the marketplace.

If your organization: (1) currently markets a software system and support services which satisfy the State’s requirements for Software Solutions as briefly outlined in this RFI document and (2) is willing to demonstrate your product if requested by the State, then please submit your response to this RFI BY 2:00 PM (CST) January 22nd, 2007 to the following address and email:

Christopher Flynn
603 Stratton Building
Springfield, IL 62706
(217) 782-5886
OMB.TechnologyRFI@illinois.gov

Please submit 5 hardcopies (one unbound) of your response.

We would appreciate if you would submit your response to this RFI in the following format:

- Cover Page
 - Vendor Name
 - Vendor Address
 - Contact information for the vendor representative
- Executive Summary
- Description of Technology
- References
- Brochures and/or other literature

Please make specific reference in the response, as well as in any accompanying cover letter or document, to any legitimately and appropriately confidential or proprietary material contained in the response. All such information included in the responses to the RFI will be maintained as confidential by the State to the extent permitted by law. Please note that we cannot reimburse you for any expenses incurred in responding to this RFI, but we do appreciate your efforts and value your input.

REQUEST FOR INFORMATION

1. Purpose

Through this Request for Information (“RFI”) document, the State of Illinois (the “State”) through the Governor’s Office of Management and Budget (“GOMB”) desires to acquire information from vendors regarding Software Solutions (“Software Solutions”) available in the marketplace, which contain fully integrated fiscal and human resources (“HR”) modules. A committee will review the responses to determine whether the respondent, or any respondent, will be requested to give a formal demonstration of its software product. Responses to this RFI will be used to educate the State and its Subject Matter Experts (“SMEs”) on the Software Solutions technology available in the marketplace. A response to this RFI does not constitute a bid/proposal and if an entity does not respond to this RFI or is not requested to give a demonstration the entity will not be precluded from submitting a bid/proposal to any future Request For Proposals (“RFP”). Any information or demonstration provided in a response to this RFI may be considered as historical data by the State in the actual RFP process.

2. Background

Since taking office in January 2003, Governor Blagojevich has committed the State to increasing vital services and making their delivery to the public more efficient. To help meet this goal, the State has implemented various efficiency initiatives, including agency consolidations and centralized IT services. However, more work needs to be done.

In an effort to further improve administrative support services, the Shared Services Program will coordinate resources, invest in new technologies and streamline basic administrative processes – particularly HR and fiscal – which are common across all State agencies. The overall goal of this program is simple: to empower employees to create a more efficient State government.

Currently, agencies, boards and commissions provide HR & fiscal services internally and separately, using inconsistent paper-based processes. Over time, this decentralized structure has produced more than 100 unique fiscal, HR and payroll systems, which are deployed at various State agencies. Many of these computer systems are over 20 years old, technologically obsolete and incompatible with each other.

The State intends to plan to address these issues through its “Shared Services Program” (the “Program”), which is based on two major components:

- New Processes: Streamlined fiscal and HR processes to reduce redundancy and create greater efficiency
- New Technologies: Integrated computer systems to improve productivity and decrease errors

The foundation for implementing the Program is the creation of the Shared Services Centers, which will coordinate institutional knowledge and experience with streamlined processes and integrated computer systems.

To assist us in this process we request that respondents submit information on their software products and, if requested by the State, perform a demonstration of their technology.

For additional information on the Shared Services Project please refer to the website: www.shareservices.illinois.gov.

3. Potential Future System Requirements

The Software Solutions may need to replace existing systems such as payroll, timekeeping, personnel, accounting and purchasing systems; may need to provide new technology where no current applications software exists; and, may need to provide interfaces with current systems for which the business process

will not be replaced with a new system. The system functions may include, but may not be limited to the following process groups for HR and fiscal:

HR Functions

- Benefits
- Timekeeping
- Leave
- Classification
- Transactional Functions
- Hiring
- Administrative Functions
- Training
- Labor Relations
- Payroll

Fiscal Functions

- Fixed Assets
- Procurement
- Identifying Needs/ Developing Specifications/ Solicitation Process
- Contract Monitoring
- Requisition & Ordering
- Accounts Payable
- Preparing, Reporting and Analyzing Financial Statements
- General Accounting
- Grant Accounting/Reporting
- Accounts Receivables
- Locally Held Funds/Commissary

Key system features should include but not be limited to the following:

Fiscal Features

- Chart of Account Structure
- CAFR
- GASB 34
- Fund Accounting Capabilities
- Grant Accounting
- Budgetary Control
- Pre-Encumbrance, Encumbrance
- E-Procurement, support for Strategic Sourcing

HR/Pay Features

- Employee Scheduling
- Integration with Time Collection devices
- Time and Attendance
- Employee / Supervisor Self-Service
- Classification / Position Control

General Features

- EAI tools / approach
- Workflow
- Data Warehouse / Business Intelligence / Analytics

4. Response Format

Response should include an Executive Overview/Summary (approximately 5-10 pages) of the proposed technology solution describing the system technology, and why the proposed technology would be beneficial to the State.

Response should also include a complete description of the integrated software package as well as a detailed description of each of the individual modules.

Response should be submitted to the following address:

Christopher Flynn
603 Stratton Building
Springfield, IL 62706
(217) 782-5886
OMB.TechnologyRFI@illinois.gov

5. References

Please provide a list of 5-10 customers (if available, focus on government customers) who have acquired and installed the proposed software. The list should include the following:

1. Company name
2. Contact name
3. Contact's title
4. Contact Information: Address, Telephone Number and Email
5. Description of modules installed
6. Timeframe for implementing software
7. Cost for implementing software
8. Cost Savings Achieved
9. Systems Integrator

6. Demonstration Requirements

After reviewing the responses, the State may request that a respondent give a system overview presentation, followed by a detailed presentation for each module. Any such demonstration will be conducted at the respondent's expense. Respondents should be prepared to provide such a demonstration in late January to early February 2007.

Conclusion:

We welcome your responses to the specific requests stated in the RFI and any additional input that you think would be beneficial.