

Date: March 07, 2017  
TO: All Bidders  
RE: **PEOPLESOFT APPLICATION UPGRADE CONSULTANCY**  
Our File Number: **2017-RFP-10**

**ADDENDUM # 1**

Please see below clarification to this RFP documents issued on February 22nd, 2017. This addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. The following revisions supersede the information contained in the original clarifications/specifications issued for the above-named project to the extent referenced and shall become part thereof.

Acknowledge receipt of this Addendum by inserting its number and date on the RFP Form. Failure to do so may subject the bidder to disqualification.

**Q1)** Regarding Approval Workflow – how many transaction types currently use approval workflow? Provide a list if possible

**A1)** The Region currently has the following types of workflow approvals. Forms, Requisitions, Purchase Orders and Vouchers, AR Maintenance Write off, AR Payment Write off, Credit Invoice, Employee Expense Approval, Field Request Approval, GL Journal Approval, Payment Request Approval, and thirteen forms approvals.

**Q2)** Regarding the Inventory requirement:

- What types of items are tracked within the Inventory module

**A2)** The items being tracked have been Purchased and then Received into the inventory module for Niagara Emergency Medical Services and Niagara Regional Police.

- Is there any integration to the Inventory module from a 3<sup>rd</sup> party system

**A2)** The Region does not have any inventory integration from a 3<sup>rd</sup> party system.

**Q3)** Does the Region expect that the functional consultants will be onsite full time for the duration of the project or can we propose a combination of on-site and remote work.

**A3)** The Region will review a combination of onsite and remote work. Response should be specific about the location of all proposed resources.

**Q4)** What is the current version of PeopleTools? Can we assume The Region wants to get to the most current release as of mid-year 2017 (8.55.14)?

**A4)** The Region currently on PT v 8.54 and will have PT v 8.55.13 available for the project.

**Q5)** Have you begun converting their test scripts to PTF? If so, how many?

**A5)** No, Region has not yet implemented PTF. Would be very interested in recommendations if the tools makes sense for our project.

**Q6)** Do you have any metrics around the number and complexity of the customizations currently implemented for the purpose of scoping the proposal?

**A6)** The Region has approximately 10 customizations ranging from a simple table change to a 'bolt on' of functionality. This figure does not include in house developed reports or changes to delivered reports.

---

**Cont'd**

**Q7)** What is your current testing process?

**A7)** This is the first large scale image upgrade for Niagara Region. For small bug fixes and new functionality, the Senior Business Analyst is responsible to test solution in a non-production environment. There is currently no formal testing process. We look forward to the successful proponent assisting with implementing a full testing solution.

**Q8)** Is there net new functionality that the region is seeking as a part of the proposal?

**A8)** The Region is currently experiencing multiple issues that we want to have corrected with this upgrade which may require changes in process or using new functionality. The Region would also expect that the project will ensure we are set up for success for future implementations of new functionality and processes.

**Q9)** Are there any infrastructure upgrades planned (SQL, Oracle, database)?

**A9)** The Region database is SQL Server v2012 and our Operating System is Windows v2012. This engagement will not include any upgrades to OS or DB.

**Q10)** Do you have documentation on the customizations that can be reviewed in preparation for the proposal content?

**A10)** See attached Appendix 'G' list of Customizations

**Q11)** Please provide the number and complexity of interfaces for the purpose of scoping the proposal (high, medium, low)

**A11)** See attached Appendix 'H' list of interfaces

**Any and all Addenda is to be acknowledged in the spaces provided on the Form of Proposal. All other terms and conditions remain unchanged.**

JAYAN

Jayan Perera, CSCMP  
Purchasing Agent

c. Laura J Ford  
2017-RFP-10

**APPENDIX 'G'**  
**LIST OF CUSTOMIZATIONS**

## APPENDIX 'G' (Addendum#1)

### List of Niagara Region Peoplesoft 9.2 Customizations

<b>Enhancement Scope</b>	The scope of this enhancement is to create a custom bolt-on page in PeopleSoft to store the Region's debt information and corresponding payment schedule for each of those debts. The enhancement should allow the Treasury department to add, view, update and delete debt information online.
<b>Enhancement Scope</b>	<p>All user created Journals in PeopleSoft General Ledger should be reviewed and approved.</p> <p>This requirement will be fulfilled by configuring GL Journal approval workflow by Journal Header-System Source. The Journal System Source identifies the application or source system that generated a journal entry. The system source value on Journal header is assigned by PeopleSoft application. User can't select/specify/modify the Journal System Source.</p> <p>The scope of this enhancement is to provide the ability to configure GL Journal approval workflow by Journal Header-System Source.</p> <p>The GL Journal approval workflow will be configured for the following Journal Header-System Source values</p> <ul style="list-style-type: none"><li>- SJE : Standard Journal Entry</li><li>- SCP : Journal Copy</li><li>- NVS : Spreadsheet Journal</li><li>- PNL : Journal Entry Page</li></ul>
<b>Enhancement Scope</b>	<p>Modifications are required in two places to streamline PCard statement load and staging approved transactions to AP –</p> <ul style="list-style-type: none"><li>• When loading PCard Statements, modify the code to use Cycle Date to populate Billing Date instead of the delivered Billing Date.</li><li>• When staging vouchers from PCard to AP, update the Prepaid Ref ID on voucher to the billing date on the transaction in YYYYMMDD format.</li></ul>
<b>Enhancement Scope</b>	With the implementation of PeopleSoft Accounts Payable, Niagara Region will be leveraging delivered functionality to reconcile and approve PCard transactions. However, the approvers do not get an email notification to approve the PCard transactions that have been reconciled by the cardholder and ready for approval. A custom program needs to be built that sends an email notification to all PCard approvers who have pending PCard transactions to approve.
<b>Enhancement Scope</b>	With the implementation of PeopleSoft Accounts Payable, Niagara Region will be leveraging delivered PeopleSoft 3 way Match functionality to ensure Purchase Orders, Receipts and Vouchers entered into the system are matched correctly prior to payment. The key requirement for this design specification is to ensure the Requestor receives a notification when the matching process gives an exception on either receipt not found or receipt not inspected.
<b>Enhancement Scope</b>	Require the ability to be able to print cheques with the appropriate MICR encoding and digital signature for cheque authorization. All cheques for the Region, including HQ, Police and Niagara Region Housing will be printed from PeopleSoft.

<b>Enhancement Scope</b>	Modifications are required when staging vouchers from PCard to AP, update the Accounting Date on voucher to the billing date on the transaction if the billing period is Open
--------------------------	---

<b>Enhancement Scope</b>	With the implementation of PeopleSoft Accounts Payable, Niagara Region will be leveraging delivered functionality to interface Employees from PeopleSoft HR – including personal information, job information and bank account information. The delivered Expense Update process has a logic to populate DFI Fields on the employee bank account using basic bank account information. The EFT file generation process expects the DFI fields to be blank on the bank account of employees. A custom script/ program needs to be created that blanks out the DFI Fields on employee’s bank account information.
--------------------------	---

<b>Enhancement Scope</b>	<p>This enhancement covers three things -</p> <ol style="list-style-type: none"> <li>1) Align the PeopleSoft T4A data on the T4A form when printed</li> <li>2) The entities for Region and NRH need to be separated when withholding report data is created</li> <li>3) Create a T4A Summary XML file to be sent to CRA</li> </ol> <p>Based on the current setup and vendor data, we issue T4A only for the category ‘Fees for Services’.</p>
--------------------------	---

<b>Enhancement Scope</b>	<p>Require ability to record in Setup Page; Supplier ID and Utility Type as Header information. Supplier and Utility Type will allow specific selection of Locations linked to Billing accounts and linked to Meter Numbers (only applicable for NRH). Entity will be selected to differentiate Region/Housing for specific Site/Locations, Billing Accounts and Meter numbers. This will be used for differentiating what Utility information is to be communicated back to Utility Database for Region. From Site/Location and Meter number (only applicable for NRH) will be setup to populate chart field information. Telecom information will also be tracked within the setup pages and be used to associate a telephone number with a gl chart string.</p> <p>On voucher page, require Supplier ID to have custom field of Utility Type to auto-populate. Selection of Site will populate the Billing Account number and Meter number (only applicable for NRH) along with GL distribution on line level. Custom chart fields on voucher that are to be manually encoded include; start date of usage/consumption, end date of usage/consumption, consumption/usage, estimate or actual reading (applies to Hydro/Water/Gas – if the reading is an estimated reading or an actual reading). Telecom utility will not require a separate page for tracking that consumption information, that will be addressed via the interface.</p> <p>Dollar amount for other charges (Water Tank Rentals), Dollar amount credits for Ontario Clean Energy Benefit (only applies to some Hydro invoices) are to be entered as multiple distribution lines on voucher.</p> <p>Require ability to run reports/queries based on billing account numbers (or for Housing on Meter Numbers) and/or site/locations, refer to RICE ID: FN-R-1124.</p> <p>Also require ability to associate billing account numbers and meter numbers from site/location and the GIS Reference number.</p> <p>The current application maintained by the Region will now only be used for necessary data to communicate to other systems for reporting purposes.</p> <p>No transaction data will be manually inputted in application. Any information needed to be housed in application will be sent from PeopleSoft. Any new locations will be added in PeopleSoft and communicated to Utility database. NRH does not currently use this application but this solution should provide for both Regional and NRH utility transactions.</p>
--------------------------	---

<b>Enhancement Scope</b>	<p>Create Custom component Interfaces listed below</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Sr#</th> <th>CI Name</th> <th>Description</th> <th>Changes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>RON_AM_SUBTYPE</td> <td>Asset Sub Type</td> <td>Default fields</td> </tr> <tr> <td>2</td> <td>RON_AM_AREA_TBL</td> <td>Asset Area Location</td> <td>Default fields</td> </tr> <tr> <td>3</td> <td>RON_PROFILE</td> <td>Asset Profile</td> <td>Default fields</td> </tr> <tr> <td>4</td> <td>RON_BASIC</td> <td>Asset Supplemental Data</td> <td>anged the requirement to Default fields after discussing with Dan.</td> </tr> <tr> <td>5</td> <td>RON_PROJECT_GENERAL</td> <td>Project Supplemental Data</td> <td>anged the requirement to Default fields after discussing with Dan.</td> </tr> <tr> <td>6</td> <td>RON_FS_ACTIVITY_TBL</td> <td>Activity Table</td> <td>Default fields</td> </tr> </tbody> </table>	Sr#	CI Name	Description	Changes	1	RON_AM_SUBTYPE	Asset Sub Type	Default fields	2	RON_AM_AREA_TBL	Asset Area Location	Default fields	3	RON_PROFILE	Asset Profile	Default fields	4	RON_BASIC	Asset Supplemental Data	anged the requirement to Default fields after discussing with Dan.	5	RON_PROJECT_GENERAL	Project Supplemental Data	anged the requirement to Default fields after discussing with Dan.	6	RON_FS_ACTIVITY_TBL	Activity Table	Default fields
Sr#	CI Name	Description	Changes																										
1	RON_AM_SUBTYPE	Asset Sub Type	Default fields																										
2	RON_AM_AREA_TBL	Asset Area Location	Default fields																										
3	RON_PROFILE	Asset Profile	Default fields																										
4	RON_BASIC	Asset Supplemental Data	anged the requirement to Default fields after discussing with Dan.																										
5	RON_PROJECT_GENERAL	Project Supplemental Data	anged the requirement to Default fields after discussing with Dan.																										
6	RON_FS_ACTIVITY_TBL	Activity Table	Default fields																										

**APPENDIX 'H'**  
**LIST OF INTERFACES**

**APPENDIX 'H' (Addendum#1)**

Module	Sub Module	Title	Description	Does this interface use a Standardized/Common Interface	Direction (Inbound, Outbound, Both)	Internal/ External	Interface Type	Push to PS / Pull from PS	Transmission Method	Frequency
FIN	All	EFT File transfer	PeopleSoft: EFT Interface	Point-to-Point Interface	Both	External	File Based	Push & Pull	FTP / SFTP Or FTPS	every minute
AP	Banking	PeopleSoft: Receive EFT Ack		Uses Standardized	Inbound	External	File Based	Pull	TBD	Daily
AP	Banking	PeopleSoft: Positive Pay Interface		Point-to-Point Interface	Outbound	External	File Based	Push	TBD	Daily
AP	MMS	Invoice Extract from PeopleSoft into EAM	Sends the cost of services down to EAM so that they can be added to work orders.	Uses Standardized	Outbound	External	File Based	Push	Internal Network	Daily
AP	MMS	Receipt extrace from PS to EAM		Uses Standardized	Outbound	External	File Based	Push	Internal Network	Daily
AP		Respite - Senior: Invoice Interface		Uses Standardized	Inbound	Internal	File Based	Push	Internal Network	Weekly
AP		Telecom Billing: Invoice Interface		Uses Standardized	Inbound	Internal	File Based	Push	Internal Network	Monthly
AP		Yardi Invoice Interface (inbound )	Yardi - AP Invoices (inbound)	Uses Standardized	Inbound	External	File Based	Push	TBD	Daily
AR		PointClickcare(PCC) to AR Interface	Point Click Care: Load Directly Journaled AR Batches	Standardized Interface	Inbound	External	File Based	Push	Internal Network	Daily
AR		Yardi - NRH Niagara Region Housing (Kevin:Yardi - AR Cash receipt)		Uses Standardized	Inbound	External	File Based	Push	TBD	Daily
AR	Banking	PeopleSoft: Submit Direct Debits		Point-to-Point Interface	Outbound	External	File Based	Push	TBD	Daily
AR	Banking	PeopleSoft: Receive Direct Debit Ack		Uses Standardized	Inbound	External	File Based	Pull	TBD	Daily
BI		Child Care Billing: Load Billing Interface		Uses Standardized	Inbound	Internal	File Based	Push	Internal Network	Monthly
BI		SCADA/WW to Billing Interface	MMS-W/WW - Scada: Load Billing Interface	Uses Standardized	Inbound	Internal	File Based	Push	Internal Network	Monthly
BI		HSMS Billing Interface (Kevin:HSMS - Hauler Billing: Load Billing Interface)		Uses Standardized	Inbound	Internal	File Based	Push	Internal Network	Monthly
BI		Geoware: Load Billing Interface		Uses Standardized	Inbound	External	File Based	Push	Internal Network	Monthly
BNK	Banking	SAMS Bank Trans - Interface		Point-to-Point Interface	Inbound	External	File Based	Pull	Internal Network	Daily
BNK	Banking	Bank Reconciliation Interface	PeopleSoft: Bank Statement Interface for transformation	Point-to-Point Interface	Inbound	External	File Based	Pull	TBD	Daily
BU		Budget integration - Hyperion to PS Operating		Point-to-Point Interface	Inbound	External				
BU		Budget integration - Hyperion to PS Projects		Point-to-Point Interface	Inbound	External				
BU		Budget integration - PS to Hyperion		Point-to-Point Interface	Outbound	External				
GL		PCC Revenue & Open AR GL entries (Kevin:Point Click Care: billing)		Uses Standardized	Inbound	External	File Based	Push	TBD	Daily
GL		Yardi - NRH Revenue & Open AR GL entries (Kevin:Yardi - Billing)		Uses Standardized	Inbound	External	File Based	Push	TBD	Daily

GL	MMS	GL Inbound from Cityworks to PeopleSoft (pushed to PS via standard interface)	A subset of transactions in Cityworks impact the GL in Peoplesoft. This includes Project and Non-Project Banked Overtime, Inventory consumed, and Equipment Charges.	Uses Standardized	Inbound	External	File Based	Pull	Internal Network	Daily
GL	MMS	GL Inbound from M5 to PeopleSoft	A subset of transactions in M5 impact the GL in PeopleSoft - this includes project and non project related charges for leases, fuel, inventory, work order recovery, accident recovery, etc.	Uses Standardized	Inbound	External	File Based	Pull	Internal Network	Daily
GL	EIP	Payroll to GL interface		Uses Standardized	Inbound	External	File Based	Push	Internal Network	BI-Weekly
HCM	EIP	EIP Combo codes(outbound )		Uses Standardized	Outbound	External	Web Service	Push	Integration Broker	BI-Weekly
HCM	EIP	EIP Chartfields (outbound )		Uses Standardized	Outbound	External	Web Service	Push	Integration Broker	Daily
HCM	EIP	EIP Employees ( inbound)		Uses Standardized	Inbound	External	Web Service	Push	Integration Broker	Event Driven
HCM	EIP	EIP Employee banking( inbound)		Uses Standardized	Inbound	External	Web Service	Push	Integration Broker	Event Driven
INV	MMS	Item Inbound from EAM to PS		Uses Standardized	Inbound	External	File Based	Push	Internal Network	Daily
PO	Banking	US Bank: Pro Card Interface		Point-to-Point Interface	Inbound	External	File Based	TBD	SFTP	Daily
PO		PeopleSoft: PunchOut		Point-to-Point Interface	Outbound	External	Web Service	Push	Integration Broker	Daily



