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ADDENDUM NO: **2**

IFB/RFP No: RFP NKU-04-25

Project /Commodity: Enterprise Resource Planning  
ERP

Date: 10/21/2024

New Due Date: **11/08/2024 @ 2pm**

***BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.***

### Wednesday 10/16/2024 RFP NKU-04-2025 Enterprise Resource Planning Questions and Answers

• **Q: Section 4.4.13.1: Clarification on what NKU means by “reciprocal partnership requirements”**

**A: Just as NKU expects the ERP vendor to require some type of implementation partnership or implementation service (Section 4.4.13) to help successfully plan, prepare, migrate data, and implement the system(s) to completion; NKU recognizes that the vendor or implementation partner may also have requests and requirements of NKU in order to make the project a success with their products and services. ‘Reciprocal Partnership’ would be defined as specific requirements or recommendations the ERP vendor and/or implementation partner asks NKU to provide for successful implementation.**

Some examples below:

- Personnel:
  - 1x full-time (40 hrs/week) senior-level project manager (required)
  - 1x primary senior-level change manager (required)
  - 2x IT personnel for security configuration and role building and management (advanced users, to be trained)
  - 2x SMEs from HR, 1x SME from Payroll, 1x SME from Student Account Services (preferred, 1x required from each area)
  - Etc.
- Technical:
  - Redundant 10Gb diverse Internet connectivity (preferred, 1Gb, single provider required)
  - 3x virtual machines hosting middleware / integration platforms
  - 2x MS SQL databases for data conversion and migration (temporary)
  - Etc.
- Documentation:
  - Current business process map(s) for Payroll
  - List of applications to be integrated with the system (optional)
  - Etc.

RFP respondents may also state “no specific requirements” for Section 4.4.13.1, deferring resource decisions to NKU to provide when necessary. But if the ERP vendor or implementation partner would like to provide guidance on NKU roles and other expectations for success based on their experiences with other, similar higher education institutions, Section 4.4.13.1 is the opportunity to share such requests or requirements. NKU will use this information to address resource needs to help make the project a success.

• **Q: Can you describe your current billing-by-session process, including approximately what percentage of enrolled students are billed this way? How many different billing cycles are running concurrently within a term?**

**A: We do not have an automated billing by session process but are looking to add one. We have manual workarounds to try to make it work and just message our communications to that group (AO). For this fall about 35% of our population is AO and would have a unique billing cycle. All of the first sessions (16 week, 1st 7 and 1st 5) share a due date at the beginning of the term. And then we would like 3 additional due dates for the 2nd 7 week, 2nd 5 week and 3rd 5 week.**

• **Q: Which degree audit system do you use, and how many prior catalog terms are built in it?**

A: We are using SAP's degree audit with customization in the backend with a custom front end. We use Accalog for the catalog terms, and prior to that we used SAP delivered catalogs. We keep all the catalogs in the system however, registrar may only allow student to pick certain catalog years for some degrees.

- **Q: What third-party system do you use for managing digital badging for micro-credential offerings? Do you also record earned micro-credentials on students' official transcripts?**

A: Credly is our third party but we do not interface with anything and it not on students official transcripts.

- **Q: Do you offer a third-party payment provider for student billing? If so, which one? We did not find one listed in the integrations on Pages 15 and 18.**

A: Paymetric

- **Q: What is the most time-consuming or complex part of your scholarship matching and awarding process?**

A: The most time consuming process of the donor/foundation scholarship awards is the gathering of recipient name's from scholarship committees and the process of verifying eligibility. This part requires a great deal of organization, gathering and dissemination of data to the appropriate committee members within each college. It also requires for us to verify each recipients eligibility based on each scholarship qualifications. Currently there is not an system that has all of this information available in one place, so it requires the cross-referencing of multiple reports. Our current Financial Aid Management systems does not have a robust communication platform so we have to use Microsoft Outlook which requires the process of running reports and creating mail merges manually for each letter which also adds an additional layer of complexity.

- **Q: Do you have unawarded scholarship money each year?**

A: Yes

- **Q: How many scholarship applications does your institution process annually?**

A: Our Merit scholarship awarding process is based on the admissions criteria data, so there is no additional application that is evaluated to determine student's eligibility. The donor/foundation scholarship application is approximately ~1300.

- **Q: Could you please provide the number of full-time employees at your institution?**

A: IPEDS 1,339

- **Q: Could you please provide the number of part-time employees at your institution?**

A: IPEDS 495

- **Q: How does your institution envision collaborating on integration efforts? We'd like to understand your preferred approach—whether your team plans to manage all integrations independently, prefers your ERP provider to take full responsibility, or envisions a collaborative partnership with shared responsibilities.**

A: The implementation is envisioned as a collaborative partnership, but specifically integrations with third party applications will require further discussion on a case-by-case basis since some current integrations may be replaced or modified as determined by what functionality NKU chooses to use in the new ERP solution(s).

- **Q: Slate: In what year did you Go-Live with Slate?**

A: 2018 started, 2024 direct admit and undergrad admissions

- **Q: Are you satisfied with the platform?**

A: Subjective question, generally yes.

- **Q: Do you have any interest in exploring a replacement CRM?**

A: During this RFP all options are being evaluated including function replacement or integration, depending on the bidder's offer.

- **Q: Please describe the level of integration that exists to your SIS.**

A: Slate has a 2-way integration with SAP. Slate sends SAP fields, SAP sends field such as user name, confirm payment verified etc. is then sent back into Slate.

- **Q: EAB Navigate: In what year did you Go-Live with EAB Navigate?**

A: 2021

- **Q: Are you satisfied with the platform?**

A: Subjective question, generally yes.

- **Q: Do you have any interest in exploring a replacement CRM?**

A: During this RFP all options are being evaluated including function replacement or integration, depending on the bidder's offer.

- **Q: EAB/Slate General: We noticed that you list an integration with EAB but not with Slate. Was this intentional?**

A: Not intentional - Slate is integrated with our current SAP platform.

- **Q: Does this suggest a preference for remaining with EAB and potentially replacing Slate?**  
**A: No.**
- **Q: We'd appreciate further clarification.**  
**A: During this RFP all options are being evaluated including function replacement or integration, depending on the bidder's offer.**
- **Q: PeopleAdmin: In what year did you Go-Live with PeopleAdmin?**  
**A: Most recent version 2014, originally 2005.**
- **Q: Are you satisfied with the platform?**  
**A: Subjective question, generally yes.**
  
- **Q: TalentEd: In what year did you Go-Live with TalentEd?**  
**A: 2022**
- **Q: Are you satisfied with the platform?**  
**A: Subjective question, generally yes.**
- **Q: Section 4.4.2 – Please confirm that vendors should provide a response for each bullet point, outlining functionality and a brief description of the solution.**  
**A: 4.4.2 is a comprehensive, but perhaps not complete list of functionality as listed per major operational area for use by the vendors to evaluate if their products/ platforms/ services can fulfill NKU's requirements. The intention of Section 4.4.2 is to be used by the respondents in order to match NKU's requirements against vendor products, platforms and services. NKU does not require a line-by-line response to each item, but RFP respondents may choose to do so if they want in either short form (using checkmarks/"x"s, harvey balls, or other simplified visual indicators/ideograms), or respondents may write full descriptions for some/all line items if they so choose. At minimum, the respondent should include general statements for each major operational area, of what they can provide for listed functionalities (Examples: "Product X can provide 100% of the HCM and HR functions listed as part of the core product, or Product X can provide 75% of the Financial functions listed, and the other 25% will be provided by Product Y, both included in our solution/cost.") NKU needs some level of detail that makes sense for us to adequately assess technical and functional capabilities of the solutions. If a respondent's product, platform, or service cannot meet some/all/specific functions, that should be clearly documented in this section of the RFP response.**
- **Q: Section 4.4.2 – Under Financial Functions, could you please provide more detail around the Property and Leasing requirement. What is meant by *property*? What are your leasing requirements?**  
**A: NKU owns land and housing in the surrounding Highland Heights area. Some houses are leased out, requiring leasing agreements and requirements. *Property* refers to the land/housing to which the *leasing requirements* are applied to in the property leasing agreements. NKU would like to know if the ERP product / solution can manage property (housing) lease agreements. This does NOT apply to dorm/student residential housing. Residential housing will remain an integration with Adirondack.**
- **Q: Does NKU currently have a grants pre-award solution?**  
**A: Sitero-Mentor, which is compatible with pretty much all ERP systems, and encompasses all pre-award, non-financial post-award, and regulatory compliance tasks**
- **Q: Is NKU considering a full Procure-to-Pay (eProcurement) solution as part of your ERP cloud transformation?**  
**A: During this RFP all options are being evaluated including function replacement or integration, depending on the bidder's offer. At this time, NKU primarily seeks to replace all the core ERP functions listed in Section 4 cohesively first and foremost, with selective or singular functions such as eProcurement to be presented as part of an overall ERP and reporting/analytics solution or comprehensive set of solutions.**
- **Q: If so, can a vendor submit a proposal for this specific application (or solution area)?** **A: Note: The eProcurement vendor will ensure easy and efficient integration with any SAP solution, or between disparate systems.**
- **Q: If you will allow a proposal for just your eProcurement requirements then please answer the following questions:**
  - **Q: What does NKU spend annually on goods & services? This is the annual spend you plan to put through your new eProcurement cloud software solution that manages buying and invoicing. We need this information for accurate pricing.**

A: This question will be addressed only if NKU chooses to further investigate such integrations as a part of the overall ERP and Reporting & Technology Replacement project. NKU would be the initiator for such follow up.

- Q: For certain eProcurement modules like: Sourcing, Contracts and Supplier/Vendor Management we price these modules by "Users" not spend. How many full users will NKU need for these functions? Generally, a "full user" is someone that can: 1) Administer the system (build/maintain templates, workflows, integrations, users, suppliers, etc.). 2) Create and/or Own: a. Sourcing events or projects. b. Contracts. c. Suppliers. d. Supplier Performance or Risk Projects. Or e. Procurement Projects. Others that use the data, but do not own and manage the process are generally not counted as users. You can think of them as Team Members who do NOT do the above activities, but instead just: View, Review and/or Approve, Complete Project Tasks.

A: These questions will be addressed only if NKU chooses to further investigate such integrations as a part of the overall ERP and Reporting & Technology Replacement project. NKU would be the initiator for such follow up.

- Q: Does NKU plan to leverage your own middleware for integrations?

A: To be determined as part of the RFP response evaluation

- Q: Or should your eProcurement solution provider include their middleware option for integration with SAP or other systems/platforms?

A: Such solutions can be provided as part of their RFP response.

- **Q: Total # of credit students**

A: Attempted credit hours 153,625; Headcount 15,328

- **Q: Tull (Full ?) Time Equivalent credit students (FTES)**

A: FTE headcount 10,822

- **Q: Total # of Students Receiving Financial Aid**

**A: (Enrolled Students) TOTAL: 10,549**

Undergraduate 7,548

Graduate 2,651

Law 350

- **Q: Total # of Unduplicated ISIRS (Financial Aid applications)**

**A: 14,255**

**END OF ADDENDUM**