		ADDENDUM NO:	1
Procurement Services		**RFP No:**	NKU-11-16
Lucas Administrative Center, 617		**Commodity:**	Budget and Planning Services
1 Nunn Drive			
Highland Heights, KY 41099		**Date:**	1/04/2016
859.572.5265		**Due Date:**	January 19, 2016
FAX 859.572.6995			

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/REQUEST FOR PROPOSAL.

Please note: the due date will now be <u>January 19th at 2:00 pm</u> local time.

THE FOLLOWING QUESTIONS HAVE BEEN ASKED AND ANSWERED REGARDING THIS REQUEST FOR PROPOSAL.

1) **How will revenue be allocated across colleges?**
   a. Revenue is allocated on factors such as credit hours instructed, credit hours enrolled, credit hour completion and degree completion.

2) **Is the RCM allocation model being done today? Have the revshare model/formulas been specified, and if so, will the University share this?**
   a. No, the RCM allocation model is not being done today. The allocation model has been determined and will be used effective with the FY17 budget.
   b. The model/formulas will be shared post award.

3) **Does NKU plan on leveraging the existing SAP BW system? If so, in what capacity? If not, why not?**
   a. Yes, we will continue to use BW for reporting purposes.

4) **It has come to our attention that Huron Consulting has assisted the University with its budget process leading up to the release of this RFP for a budgeting tool to support and automate (where possible) this process. As a result, is Huron precluded from bidding on the implementation/licensing of the system (in essence, this RFP)?**
   a. This RFP is open to any and all software implementation vendors that can satisfy the requirements of the RFP.

5) **Does NKU plan on, or has considered leveraging its existing SAP skill sets in this implementation? If so, in what capacity?**
   a. NKU plans on using SAP as it currently does today and could look to leverage additional SAP opportunities as they are presented.

6) **Which NKU members (name/role) are part of the selection committee?**
   a. Members of the selection committee consist of staff from our Budget Office, Provost Office, Colleges and IT. Those selected for an on-campus visit will be given appropriate names and titles before the visit.

7) **How many users (admin, non-admin, analysts, etc.) will be using the software?**
   a. Users will include various types of admin, non-admin, budget approvers, budget officers, IT personnel, etc. This could be anywhere from 50 to 250 or more users depending on the solution and associated costs.

8) **Will it be Hosted by NKU, or is the anticipated solutions SaaS?**
   a. We are open to either solution.

9) **Understanding NKU currently runs SAP, Human Resources, Finance, SLCM, with BW, is there a specific SAP (or non-SAP) module intended with this RFP?**

a. No, there is no specific module SAP or non-SAP intended with this RFP. We do, however, need a solution to be compatible and interface with SAP.

10) Does NKU own the module already?
   a. See answer to #9

11) What version of SAP is NKU running?
   a. SAP ERP = EPH 7 for SAP ERP6.0; SAP ERP 2005; NetWeaver 7.4
   b. SAP BW and Portal = NetWeaver 7.4
   c. SAP GUI = 740

12) What budget <u>reporting</u> tools/modules does NKU currently utilize?
   a. BIIP and BW

13) Is the RCM Incentive Based Budget model (developed in 2015) fully implemented, with processes in place and understood?
   a. We are on target to implement the RCM budget model by July 1, 2016.

14) Is the RCM Incentive based budget model processes fully understood among the business process owners?
   a. Training on the process is still ongoing.

15) How will software configuration and project specific decisions (that are to be made by NKU) be made in a timely manner during tight implementation timeline?
   a. We have an implementation team assembled and a Project Manager assigned to coordinate the implementation timeline.

16) How was the implementation timeline decided?
   a. It was based on our FY2017 budget timeline.

17) Will proposals outside the implementation timeline be fully considered?
   a. Proposals will be fully considered based on a vendor's ability to comply with the functional requirements specified in the RFP.

18) Does the implementation timeline include data upload of past budgetary information?
   a. Yes, we would load in necessary data to assist in creating baseline and historical budgetary information to assist in the upcoming FY budget year's decisions.

19) Does NKU have resources with knowledge and experience in the anticipated software solution?
   a. We do not have an anticipated software solution at this time.

T HE E N D

Bidder must acknowledge receipt of this and any addenda with bid.
or
Proposer must acknowledge receipt of this and any addenda in their RFP cover letter.

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