



State of Oklahoma  
Oklahoma State Department of Health  
Procurement Service

Request for Information

Request for Information#: 34000051214

Request for Information Issue Date: 05/12/2014

**Brief Description of Requirement:**

The Oklahoma State Department of Health (OSDH) is issuing this Request for Information (RFI) to obtain information for a financial management information system that will support the following core financial functions: funds management, general ledger management, cost management, payment management, receivable management, forecasting, and reporting.

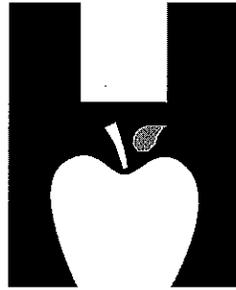
Response Due Date: 06/11/2014

Time: 3:00 PM CST/CDT

**Contracting Officer:**

Name: Angela Andrews  
Phone: (405) 271-4043  
E-mail: [angelama@health.ok.gov](mailto:angelama@health.ok.gov)

Oklahoma State Department of Health  
Procurement Service - Room 309  
1000 NE 10<sup>th</sup> Street  
Oklahoma City, OK 73117-1299  
Attention: Angela Andrews



Oklahoma State  
Department of Health  
Creating a State of Health

REQUEST FOR INFORMATION  
FOR  
FINANCIAL MANAGEMENT INFORMATION SYSTEM

**REQUEST FOR INFORMATION**  
**OKLAHOMA STATE DEPARTMENT OF HEALTH**  
**FINANCIAL MANAGEMENT INFORMATION SYSTEM**

**SECTION 1: GENERAL INFORMATION**

**1.1 ANNOUNCEMENT**

The Oklahoma State Department of Health (OSDH) is issuing this Request for Information (RFI) to obtain information for a financial management information system that will support the following core financial functions: funds management, general ledger management, cost management, payment management, receivable management, forecasting, and reporting.

The goal of the OSDH is to gather information on the design, capacities, system integration capability, requirements, and expected costs of associated software components and services for the components of a financial system.

OSDH will evaluate responses to this RFI to assist in establishing budgetary and functional requirements for an anticipated future procurement.

There is no commitment, implied or otherwise, by the OSDH to continue with a procurement process. Any procurement by OSDH will be the subject of a separate process and subject to availability of funds.

**1.2 POINT OF CONTACT**

This RFI is issued by the OSDH Procurement Service and the OSDH Procurement Service is the sole point of contact from the date of release of this RFI through the closing date as follows:

Oklahoma State Department of Health  
Procurement Service - Room 309  
1000 NE 10<sup>th</sup> Street  
Oklahoma City, OK 73117-1299  
Attention: Angela Andrews  
Phone: (405) 271-4043  
E-mail: [angelama@health.ok.gov](mailto:angelama@health.ok.gov)

## **SECTION II: BACKGROUND**

### **2.1 BACKGROUND**

The Oklahoma State Department of Health (OSDH) is the state public health authority. The mission of the OSDH is to protect and promote health of the citizens of Oklahoma to prevent disease and injury, and to assure the conditions by which our citizens can be healthy. To support the mission, OSDH is organized into four major business divisions: Protective Health Services Division; Community and Family Health Services Division; Prevention and Preparedness Services Division; and Operations. Within the Operations Division are the business services including: Building Management and Internal Services, Financial Services, Human Resources, and Informatics.

As a governmental public health organization, OSDH has authority over its jurisdiction – an authority which comes with the responsibility to convene and collaborate and to contribute to societal responsibility through enhanced public health capacity. Financial support for OSDH activities is received through grants, state appropriations, receipts for services provided including clinical services and vital records, and county levies. In addition, OSDH receives reimbursements for services provided from Medicaid, Medicare, and private insurance.

The OSDH Financial Services Division interacts with other state and federal agencies including Central Purchasing, Office of Management and Enterprise Services, Human Capital Management, the Centers for Disease Control and Prevention (CDC), the Health Resources and Services Administration (HRSA), and Grants.gov. Much of the interaction with these agencies is through redundant data entry due to a lack of system integration and interoperability.

The OSDH needs to establish an enterprise-level financial management information system that includes components to meet the ongoing business needs. The OSDH financial management system must support a single financial management infrastructure with standardized applications that are supported and enabled by integrated financial management data and information.

## **SECTION III: SCOPE OF THE RFI**

### **3.1 SCOPE OF THE RFI**

The OSDH is requesting information regarding a comprehensive governmental financial management information system including but not limited to accounts payable, billing and accounts receivable, receipting, budgeting, consumable inventory, cost allocation, fixed assets, general ledger, grant and project management, payroll, and procurement. Robust reporting and analytical tools are necessary in all of these functions. This system should be proven with multiple implementations, with at least one in a similar jurisdiction, such as a large governmental entity.

The responses to this RFI will be carefully reviewed to see what features and capabilities are available and how they might meet the needs of the OSDH. This is an opportunity for commercial enterprises to demonstrate what their systems can do and how it can meet the overall needs of the OSDH.

The OSDH is seeking information for systems that are vendor-neutral, adaptable to evolving standards, and capable of integrating with other agency and state systems. The system should be scalable and have flexible reporting capabilities.

The system shall include an enterprise-level financial management system along with other available components necessary for the complete system. The Supplier should sell, design, implement, provide integration and integration support, and support a system of components that will provide the functionality described in the specifications.

#### **SECTION IV: RESPONSE SUBMISSION CONTENT/REQUIREMENTS**

##### **4.1 SUBMISSION OF RESPONSES**

- 4.1.1** All responses should clearly indicate the organization name, postal address, contact person, title, e-mail address, company website, and the business telephone number of the Supplier's contact person.
- 4.1.2** Suppliers mailing their response or using a commercial delivery service should allow sufficient time for delivery of their responses by the time specified in this document. Delivery of the response is at the Supplier's expense.

##### **4.2 QUESTIONS**

Questions related to any aspect of this RFI should be received by the OSDH no later than 3:00 PM Central Standard Time on Monday, May 19, 2014. Questions should be submitted via e-mail to the e-mail address above. "OSDH Financial System RFI" should be included in the subject line of the e-mail.

#### **4.3 RFI CLOSING DATE**

Responses submitted in accordance with this RFI should be received by the OSDH no later than 3:00 PM Central Standard Time (CST) on Wednesday, June 11, 2014. Responses should be mailed or e-mailed to the address and/or e-mail listed above. All responses delivered or received by the closing time and date will be reviewed. "OSDH Financial System RFI" and the closing date/time should appear on the face of the envelope or package. In the case of an e-mail response, "OSDH Financial System RFI" and the closing date/time should appear in the subject line of the e-mail.

#### **4.4 ACCEPTANCE OF RESPONSES**

- 4.4.1 The OSDH will accept all responses submitted according to the requirements and deadlines specified in this RFI. Responses should be complete when submitted and should clearly describe the Supplier's ability to meet the requirements of the RFI and the needs of the OSDH.
- 4.4.2 The OSDH may ask any Supplier for written clarification and/or a demonstration of their response. Demonstrations, if requested, will be provided at no cost to OSDH.

#### **4.5 COST OF PREPARING RESPONSES**

- 4.5.1 All costs incurred by the Supplier for preparation and submission of this and any other response to the RFI will be the sole responsibility of the Supplier. The OSDH will not reimburse any Supplier for any such costs.
- 4.5.2 The OSDH reserves the right to withdraw the RFI at any time during the process. Issuance of this RFI in no way obligates OSDH to issue an ITB or RFP, award a contract, or to pay any costs incurred by any Supplier as a result of such a withdrawal.

#### **4.6 RETENTION OF RESPONSES**

- 4.6.1 All responses submitted in response to this RFI become the property of the OSDH and will not be returned. All material submitted by Suppliers becomes the irrevocable and sole property of the State of Oklahoma.

#### **4.7 CONFIDENTIALITY OF RESPONSES**

All documents and information submitted in response to this RFI are subject to the Oklahoma Open Records Act. Vendors cannot claim submittals as a whole are confidential and/or proprietary. Vendors who choose to submit confidential and/or proprietary information with their submittals may identify specific sections of the responses that are confidential or proprietary and must cite the legal basis for the claim. Vendors who do this are asked to submit a second copy of the RFI submittal document (s) with any confidential or proprietary information redacted.

## 4.8 DEFINITIONS

- 4.8.1 CDC – Centers for Disease Control and Prevention
- 4.8.2 HCM – Human Capital Management
- 4.8.3 HRSA – Health Resources and Services Administration
- 4.8.4 HR – OSDH Human Resources
- 4.8.5 Jurisdiction – The limits or territory within which authority may be exercised
- 4.8.6 OMES – Office of Management and Enterprise Services
- 4.8.7 OMES-ISD – Office of Management and Enterprise Services, Information Services Division
- 4.8.8 OSDH – Oklahoma State Department of Health
- 4.8.9 WS – Web Service
- 4.8.10 COBIT – Control Objectives for Information and Related Technology

## 4.9 OSDH INFORMATION

Information provided in this section is intended to provide Supplier with background information on OSDH which may be helpful in its response.

### 4.9.1 Key information from current Chart of Accounts

OSDH manages budgets, receipts, encumbrances, and expenditures at a detailed level. The chart of accounts is designed with the Office of Management and Enterprise Services (OMES) requirements ([http://www.ok.gov/OSF/Comptroller/Procedures\\_Manual.html](http://www.ok.gov/OSF/Comptroller/Procedures_Manual.html)) and additional fields to meet internal and external financial management needs. The State Fiscal Year 2014 budget has the following scope of values in key fields:

#### Key Fields Defined by OMES:

	Current Number of Values
Fund	34
State Fiscal Year	3 active (FY13-FY15)
Activity	8
Sub activity	40
CFDA #	37
Revenue/Receipt Codes	731 including detail and roll up levels
Object of Expenditure	408 including detail and roll up levels

**Additional Key Fields Defined by OSDH:**

	<b>Current Number of Values</b>
Federal Fiscal Year	7 active (FY10-FY15 plus null value)
Revenue sources	149
Units Within Divisions ("Service Chief")	208
Location (physical)	122

**4.9.2 Agency Budget and Staffing**

**4.9.2.1 Fiscal year budget = \$430 million**

**4.9.2.2 Budgeted Full Time Equivalent Employees = 2,100**

**4.9.2.3 Current federal grants = 73**

**4.10 RESPONSE FORMAT**

**4.10.1 FORMATTING**

Please organize your response as follows:

- 1) Cover page (see Appendix A) with organization name, postal address, contact person, title, email address, company website, and the business telephone number of the Supplier's contact person as described in 4.1.1;
- 2) Table of contents;
- 3) Answers to written questions 4.10.2.1 through 4.10.2.9 numbered in sequence according to 4.10.1 format;
- 4) Cost estimate for products and services as described in 4.10.3; and
- 5) Attachments

**4.10.2 REQUESTED INFORMATION**

The Supplier must be a duly authorized official of their organization and have the authority to sign on behalf of the organization. The Supplier assures that all statements made in the response to the RFI are true.

Please include the following information in your responses. All answers should be complete and succinct as possible, with minimal marketing and sales materials.

**4.10.2.1 System Overview**

- Describe the type of system, high level networking architecture, hardware, and software as a service (if provided), required and/or provided software and licensing, security of solution, implementation services, training, and support.
- Does the system include a data recovery process? If so, describe.
- Describe necessary system administration including estimated State staffing requirements.

- Describe all included components within the system with detail as to the available interfaces with other components and potential internal/external systems.
- Detail system software development platform including system software or hardware dependencies.
- Provide detail for both a vendor-hosted and client-hosted solution if available.
- For the vendor-hosted solution, provide details about the data center and any system redundancies that will be provided. Provide last date(s) of any SSAE-16 or COBIT audits conducted.
- For the client-hosted solution, provide details about the recommended specifications for software and hardware.
- Describe the solution's performance characteristics as implemented within environments comparable or similar to the OSDH. Provide contact/reference information for these clients.
- Delineate integration services provided by your company and projected milestones and tasks required for OSDH business and technical staff.
- Provide detailed licensing information terms, conditions and documentation.
- Provide detailed information about compliance with accounting standards and requirements.
- Provide examples of "one-time" data entry and reuse of transaction data.
- Describe the solution's ability to meet changing business needs, policy, and technology.
- Describe the ability to incorporate workflow including routing and electronic signatures.
- Describe the ability to conduct dynamic searches within the system.

#### **4.10.2.2 Metadata**

- Describe the metadata components included in the system.
- Describe linkage(s) between metadata and system interfaces.
- Describe metadata storage.

#### **4.10.2.3 Modules**

- Provide a description of the solution's functionality to meet comprehensive financial management needs, including but not limited to the following: accounts payable, billing and accounts receivable, budgeting, consumable inventory, cost allocation, fixed assets, general ledger, grant and program costing, payroll, procurement/purchasing and contract management.
- Provide a description of the solution's functionality to meet additional specific needs identified as critical to current users as follows: personnel/position budgeting and tracking, allocation of project/grant payroll costs through end user time reporting, budget checking against multiple fields in the chart of accounts, cash management at detailed and roll up levels, federal grant applications, draws of federal funding, grant closeout, forecasting expenses for current and future periods, cost center grouping, and contract management.

#### **4.10.2.4 Reporting**

- Provide details about the standard reports within the solution including management reports and common federal reports such as the SF-425
- Describe the interface for developing ad-hoc reports.
- Describe the interface for dashboards.

#### **4.10.2.5 Interoperability**

- Describe the capability of the system to interact with HR systems, especially Oracle/Peoplesoft.
- Describe the capability of the system to interact with other vendor systems.
- Describe the capability of the system to extract data from various platforms.
- Describe in detail the available standard system interfaces.
- Describe in detail available web service interfaces.
- Describe the system's functionality in reconciling to other financial systems

#### **4.10.2.6 Training**

- What training is recommended as part of the implementation?
- Describe the levels of training and hours required.

#### **4.10.2.7 Security**

- Describe the built-in security features and/or measures.
- Indicate methods for maintaining system security. Do the methods include encryption, table and row level security, and security related to exchange of data?
- Provide system process flow diagrams, data transport methodologies, encryption, authentication and other pertinent security controls within the proposed solution.
- How is system administration handled? What functions can be performed by the OSDH? Are there any restrictions on functions that could be performed by the OSDH?
- Describe the system's security as it relates to user access to selected functions or data sets.

#### **4.10.2.8 Suggested Implementation Plan**

- Describe the suggested implementation plan, including estimated timelines for phased implementation and the functions implemented in each phase.

#### **4.10.2.9 Reference Information**

- Include reference information for existing financial system implementation. Indicate all components which are included in the system including diagrams showing relationships.

### **4.10.3 COST ESTIMATES**

For budgeting purposes, please provide a general estimate of how you would calculate costs for the products and services. Suppliers and the OSDH acknowledge that providing a cost range does not bind nor obligate either party in any way. The cost range estimate is simply a tool to be utilized by OSDH to create a strategic plan that may affect future procurement processes related to the implementation of the system.

- 4.10.3.1** Are there any additional product(s) or service(s) costs? If so, please describe.
- 4.10.3.2** What is the typical maintenance charge/pricing structure for your system? Please address availability of support (business hours), the cost of maintenance agreements, and the time expectation of resolution. Please provide an example Service Level Agreement if available.
- 4.10.3.3** What is the typical charge/pricing structure for upgrading to newer versions of your software? Are these costs part of your maintenance agreement?
- 4.10.3.4** How is the software typically licensed, for examples, by named user, concurrent user, site license, etc.?

APPENDIX A

COVER PAGE

(PLEASE COMPLETE AND PLACE IN FRONT OF RFI)

ORGANIZATION NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_  
(PO BOX/STREET) (CITY) (STATE) (ZIP)

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WEB SITE URL: \_\_\_\_\_

The undersigned hereby certifies that he/she is a duly authorized official of their organization and has the authority to sign on behalf of the organization and assures that all statements made in the response to the RFI are true.

\_\_\_\_\_  
Authorized Representative – Name Title

\_\_\_\_\_  
Signature