

OPM 01-33

DATE: May 22, 2001

TO: All Appointing Authorities
ATTENTION: Human Resources Directors and Payroll Managers

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: Vendor Demonstrations for the State Information Systems Project

In response to the State's needs for an integrated enterprise resource planning package including Financials, Purchasing, Human Resources, and Payroll, the Office of State Finance, the Department of Central Services, the Office of Personnel Management (OPM), and the Department of Commerce released a Request for Proposal (RFP) for an integrated system to meet the State's needs. In response to this RFP, the State received three proposals. The three bids were from major large system software vendors, PeopleSoft, SAP, and Oracle. All three vendors have large system installations around the country with both private and public sector employers.

In order to fully evaluate the systems provided by these vendors, we would like to invite members of your human resources and payroll staffs to attend scheduled demonstrations of each of these systems and provide OPM with feedback on them. The demonstrations will be held at the Concourse Auditorium (in the basement between the Sequoyah and Will Rogers Buildings in the Capital Complex) on the following dates:

Fri., June 1, 2001	Oracle	1:00 – 2:30pm	Human Resources
		2:45 – 3:45pm	Payroll Demo
Wed., June 20, 2001	PeopleSoft	1:00 – 2:30pm	Human Resources Demo
		2:45 – 3:45pm	Payroll Demo
Fri., June 29, 2001	SAP	1:00 – 2:30pm	Human Resources Demo
		2:45 – 3:45pm	Payroll Demo

In order to accommodate all Merit and Non-Merit agencies, the schedule below will assist you in determining the number of staff that can attend these demonstrations. Seating is limited in the Concourse Auditorium so we are asking that you limit your agency's participants to the following schedule:

Number of Employees at Agency	Demonstration Attendees
0 – 150	1
150 – 400	2
400 – 1500	4
over 1500	8

Based on this schedule, please determine the appropriate number of attendees from your agency and fax or e-mail that number to Spencer Anthony at (405) 522-1752 or spencer.anthony@opm.state.ok.us no later than May 28, 2001. The names of the proposed attendees do not need to be included, just the number of attendees.

The schedule and the demonstration script is as follows:

HUMAN RESOURCES 1:00 – 2:30pm
 Agencies are scattered geographically throughout the State. They also vary in size ranging from one or two employees to several thousand employees. The State desires a system that is highly scalable and that can support self-service applications. Please provide a scenario where applicants (internal/external) apply for posted jobs throughout the State. Then show the application through retirement processes. The scenario must cover the following:

- ?? Provide overview of human resources management module.
- ?? Demonstrate job classification set-up.
- ?? Demonstrate position control set-up.
- ?? Discuss job applicant tracking capabilities.
- ?? Demonstrate how different applicant tracking rules can be set up (i.e., security clearance, certification, etc.)
- ?? Demonstrate ability to flag applicant as an internal applicant.
- ?? Provide overview of benefits administration function.
- ?? Demonstrate open enrollment process.
- ?? Demonstrate the activation of benefit deductions in payroll based on benefit plan enrollments and status changes.
- ?? Demonstrate skills/training tracking.
- ?? Demonstrate grievance tracking.
- ?? Be prepared to discuss any requirement not available "out-of-the-box".
- ?? Based upon your current understanding of the State's RFP, please identify any issues vendor foresees in implementing this module.

PAYROLL 2:45 – 3:45pm

The State desires a system that is highly automated and has self-service applications for employees (i.e., ability to check vacation time, etc.). The State's payroll issues are similar to the human resources issues in that the system must be accessible to employees located throughout the State. Provide an overview of the payroll system that shows configuring the system to accommodate the State's pay bands to paying the employee and having the employee logon through the Internet to verify payroll data. The demonstration must cover the following:

- ?? Provide overview of Payroll system.
- ?? Provide overview of setting up salary tables.
- ?? Provide overview of updating tax tables.
- ?? Demonstrate creating W2s and other tax related reports.
- ?? Demonstrate ability to query payroll data on-line.
- ?? Demonstrate process to set up employee payroll data.
- ?? Demonstrate process for setting up deductions, garnishments, and special pay codes.
- ?? Demonstrate leave accounting capabilities.
- ?? Demonstrate time-entry procedures.
- ?? Demonstrate process for scheduling payroll runs.
- ?? Demonstrate process for running a special payroll run.
- ?? Demonstrate process for setting up scheduled wage increases.
- ?? Demonstrate reversal of a paycheck.
- ?? Be prepared to discuss any requirement not available "out-of-the-box".
- ?? Based upon your current understanding of the State's RFP, please identify any issues vendor foresees in implementing this module.

If you have questions about these demonstrations or about the State Information System Project contact Spencer Anthony, OPM Director of Compensation and Workforce Planning, at (405) 522-0422.