

**Office of the Oklahoma State Treasurer**  
**Information Technology Professional Services**  
**Request for Proposals (RFP)**  
**October 2009**

The Office of the Oklahoma State Treasurer (OST) is seeking proposals from qualified vendors on statewide contract or available from an applicable General Services Administration schedule or contract for the information technology professional services necessary to complete the project described below. Attached as Exhibit A is a schedule identifying various deadlines for this RFP. All submissions including notices and questions may be submitted in writing or electronically and should be delivered to:

Office of the State Treasurer  
Attention: Information Technology Proposal  
217 State Capitol  
2300 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4895  
Telephone: (405)522-4215  
Fax: (405)521-4994  
Email: [susan.bateman@treasurer.ok.gov](mailto:susan.bateman@treasurer.ok.gov)  
Cc: [trish.cantrell@treasurer.ok.gov](mailto:trish.cantrell@treasurer.ok.gov)

Please provide a name and contact information for the individual who will receive all vendor communications from OST regarding this RFP. In an effort to clarify any issues in this RFP or associated with the project described below, OST will respond to questions that are presented by the stated deadline. A single question and answer document will be provided to all vendors that submit a notice of their intent to respond by the deadline. These questions may also be addressed at a pre-proposal conference if OST determines it to be necessary. Attendance at the pre-proposal conference will be mandatory for all interested vendors.

The OST Project Management Team will include Susan Nicewander, Deputy Treasurer for Operations, Susan Reed, Comptroller, and Lee Cosby, Information Services Director. This group will coordinate the involvement of other OST staff members as necessary. Office of State Finance (OSF) will also be involved in the Project planning and implementation efforts.

Vendors should provide information on their firms and the individuals who will be assigned to the Project Team. Vendors should emphasize their experience and expertise along with the experience and expertise of each Project Team member in completing other similar General Ledger conversion efforts. Project Team members will be expected to work from start to finish on the implementation project.

Each vendor must also include in their proposal an estimate of hours and all costs by project phase as established below. All costs associated with the preparation and presentation of the proposal will be the responsibility of the vendor.

The award will be based on the best value to the State as determined after consideration of firm and team member experience, expertise, proposed longevity of project implementation, number of resources and cost.

**Project Background:**

OST is the State's bank. OST is responsible for processing, recording, and reporting the deposit, disbursement, collateralization, and investment of funds for the State and agencies of the State in compliance with established laws, rules, and regulations. OST also manages relationships with many financial institutions including banks, credit card processors, and securities dealers.

OST has several systems that are either in-house designed, reaching the end of their product life cycle, and / or are no longer supported by the application software vendor. These systems do not have the features and functionality that are currently available and could measurably improve our recording, processing, or reporting of daily transactions and balances.

PeopleSoft has been established as the platform for the State's enterprise system. The Office of State Finance (OSF) is responsible for the accounting and reporting of the State's activity in compliance with generally accepted accounting principles and established laws, rules, and regulations. OSF migrated to the PeopleSoft Enterprise General Ledger in 2003 and has upgraded to version 8.9. OST has chosen the PeopleSoft Enterprise General Ledger as its target system and believes that the State will benefit from maximizing this resource, by integrating with the established enterprise system and introducing automated processing into its IT operations in a cost effective manner.

**Goals and Objectives:**

By replacing certain systems OST will improve the operational efficiency and supportability of our business environment while maintaining accountability in a revenue enhancing and / or a cost effective manner. The goal of this project is the successful migration from OST's legacy General Ledger systems to the PeopleSoft Enterprise General Ledger.

Project objectives include:

1. Identify current data collection points and system processes that can be replaced by the PeopleSoft General Ledger application. Transaction types for the legacy General Ledger system include:

- Disbursements (includes state warrants redeemed via the Federal Reserve, inter/intra agency transfers, outbound electronic funds transfers via the network of automated clearing houses, and outbound wire transfers),

- Deposits (includes deposits made at financial institutions across the state, inter/intra agency transfers, credit card receipts, inbound electronic funds transfers via the network of automated clearing houses, and inbound wire transfers), and
- Corrections (includes changes to deposit and disbursement amounts posted to the appropriate agency or fund accounts and the bank account from which the transactions originated), and
- Charge backs (deposit items that are returned uncollected).

See Exhibit B for a schedule of transaction activity.

2. Build interfaces for identified stand-alone systems that currently feed the legacy General Ledger system. Stand-alone systems requiring interfaces include:

- Resource (investment accounting and portfolio management application)
- Reconciliation - fund/agency (matches records of issued disbursements against disbursement items presented for settlement, posting matched records against the appropriate account)
- Collateral – (Oracle based application used to monitor collateral levels at banks holding state funds)

See Exhibit C for a diagram of system processing flow.

**Scope of this Project:**

**Phase One**

The first phase of this project involves the performance of a gap analysis in order to identify the necessary changes to interfaces and reports and identify data, operational, and other requirements that will allow OST to migrate from its current mainframe processing environment to the State’s enterprise software system.

**Phase Two**

The gap analysis will provide necessary input to the creation of a Statement of Work (SOW) that will include but not be limited to:

- Project outline
- Implementation/migration plan
- Time line
- Identify requirements:
  - System interfaces
  - OST data and operational
  - OSF data and operational
  - Reports
  - Training
- Identify resources:
  - Vendor roles and responsibilities
  - OST roles and responsibilities
  - OSF roles and responsibilities

Include assessments of:

- Impact to current General Ledger setup

- Design change considerations

- Process automation considerations

Decision points, milestones and deliverables or other quantifiable measures of success for migration effort

Plan for progress reporting

Costs for Phase Three (revised as necessary based on gap analysis discovery and decisions made during preparation of SOW)

OST prefers that a pilot migration solution be considered to mitigate risk by validating target system integrity and performance and gaining acceptance by users.

Initially the SOW will be delivered by the vendor and reviewed with OST Project Management Team. The OST Project Management Team will subsequently evaluate the SOW and within an agreed upon period of time will provide the vendor with a written notice of any deficiencies or of acceptance. Vendor will address any deficiencies as quickly as possible and resubmit the SOW to the OST Project Management Team.

Once presented with the SOW for the General Ledger migration effort, OST will then evaluate its position to proceed with Phase Three.

### **Phase Three**

This phase will include the execution, delivery, and acceptance of all facets of the Statement of Work including transition to full operational use of the target system and phase out of affected legacy systems.

**OFFICE OF THE OKLAHOMA STATE TREASURER  
INFORMATION TECHNOLOGY PROFESSIONAL SERVICES  
RFP SCHEDULE**

Release RFP	Tuesday, November 24, 2009
Deadline – Notice of Intent to Respond	Friday, December 4, 2009
Deadline – Questions	Friday, December 11, 2009
Release of Questions and Answers (or Pre-Proposal Conference, if necessary)	Monday, December 28, 2009 (or to be determined)
Deadline – Submission of Proposals	Friday, January 15, 2009 (4:00 pm CT)
Interviews/Presentations with Finalists, if necessary	to be determined
Final Selections	to be determined

EXHIBIT B - SCHEDULE OF GENERAL LEDGER TRANSACTION ACTIVITY

GL Cashesheet: TRGL030X	Trans-Type Description		TRANS-TYPE	FILE NAME	Daily Raw Data Input	Daily Trans. Count	Month End Additional AllTrans from OSF
Input Files to GL	Agency Charge Backs		CHG-BACK	TRE.PGL.AGENCY.CHGBK.TRANS	35	35	35
	Agency Corrections		AGC-CORR	TRE.PGL.AGENCY.CORR.TRANS	150	30	3,200
	Agency Deposits		A-D	TRE.PGL.AGENCY.DEPOSIT.TRANS	600	500	500
	Agency Paid Warrants	(1)	A-W	TRE.PGL.AGENCY.WARRANT.TRANS	15,000	180	180
	Bank Corrections		BK-COR	TRE.PGL.BANK.CORR.TRANS	50	40	40
	Bank Transfers		BK-TF	TRE.PGL.BANK.TRANS	800	150	150
	CD Resource		CD	TRE.PGL.FUNDS.AGENCY.CDS	35	2	2
	Cashier Recon 1740C	(2)		TRE.PGL.CASHIER.RECON.TRANS (TRGLCSHD)	6	6	6
	Checks	(3)	CHECK	TRE.PGL.CHECK.TRANS	300	300	300
	Fund Corrections		FUND-CORR	TRE.PGL.FUND.CORR.TRANS	150	5	3,000
	Fund Deposits		F-D	TRE.PGL.FUND.DEPOSIT.TRANS	600	450	450
	Fund Paid Warrants	(1)	F-W	TRE.PGL.FUND.WARRANT.TRANS	12,000	150	150
	INV1 / INV2 (Investment accounts)	(4)	RES-TRAN	TRE.PGL.RESOURCE.FILE	5	5	5
	GL input of Investment	(5)	INV	TRE.LIB.PROD.CNTL(TRGLRESO)	8	8	8
	<b>Average of the GL Transactions Count</b>				<b>29,739</b>	<b>1,861</b>	<b>8,026</b>
	(1) includes eftfs and transfers						
	(2) entries by Cashier summarizing Capitol teller window activity						
	(3) outgoing wire transfers and intrabank transfers						
	(4) entries of investment related activity for agency owned securities by Accounting personnel						
	(5) entries of investment related activity for pooled investments by Accounting personnel						

