

# City of Cambridge

## PURCHASING DEPARTMENT

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Amy L. Witts  
Purchasing Agent

**To: All bidders**

**From: City of Cambridge**

**Date: December 5, 2014**

**Re: File No. 6848, Request for Proposal for Consulting, Analysis & Implementation Services for PeopleSoft Upgrade Addendum No.3**

Please disregard the price proposal Section 6.06 included in the Request for Proposal document and replace it with the attached Revised Price Proposal Form. Please fill out and submit the Revised Price Proposal Form in a sealed separate envelope marked "Price Proposal" in accordance with instructions in the Request for Proposal.

The following questions were submitted and answered.

**Question No. 1**

The scope of the RFP seems fairly open-ended. Will the City of Cambridge, MA accept a partial bid for clearly identified projects or services within the scope, i.e. technical upgraded for HCM and FSCM?

**Answer No. 1**

No.

**Question No. 2**

Will the City of Cambridge consider remote services?

**Answer No. 2**

No.

**Question No. 3**

Would the City consider a due date extension? Questions are due by November 24<sup>th</sup> and assuming responses will be answer by the 26<sup>th</sup> and the Thanksgiving holiday that would leave very little time to make appropriate changes based on responses to questions. Most vendors tent to ship out responses two days before due date to allow for unforeseen shipping issues and inclement weather.

**Answer No. 3**

Yes. The City issued Addendum Number 2 which extended the proposal due date to December 18, 2014 by 11:00 a.m.

**Question No. 4**

The first paragraph in Article III states "Using the information provided in section 3.07 as an example, provide your approach and deliverables to business process review/reengineering." Section 3.07 contains information regarding the various project teams. Does this read correctly?

**Answer No. 4**

The section referred to should be Section 2.07 "Procurement".

**Question No. 5**

In Article II- Challenges and Opportunities, the RFP includes areas of focus for improvement. For example, Section 2.02 Payroll for North American Summary "Retroactive Pay" is listed as a challenge the City would like to resolve. Is the City seeking to implement retroactive pay as part of the upgrade, or is this to be analyzed and included in the roadmap that will be developed? Is the same true for each of the sections in Article II?

**Answer No. 5**

The City expects that the challenges and opportunities be included in final roadmap. It is expected that the vendor will provide us with a recommendation as to whether it makes sense to implement with the upgrade or not.

**Question No. 6**

How many end users will require training in each of the business areas?

**Answer No. 6**

The City expects to utilize the train the trainer approach. It expects that the functional leads from each business area will be trained throughout the entire project.

**Question No. 7**

Can the City provide a list of all customizations and a summary of object counts by module to assist us in the technical staffing for retrofits to include:

A. # of custom SQRs, COBOLs, Crystals, etc.

B. # of custom objects by object type

**Answer No. 7**

All customizations are listed in Attachments A and B that are attached to this Addendum.

**Question No. 8**

What is the size, in GB, of your HCM & FSCM production instances?

**Answer No. 8**

HCM Database size = 50gb.

FSCM Database size = 94gb.

**Question No. 9**

Does the City have current documentation for the existing customizations and configuration?

**Answer No. 9**

The City has current documentation for all existing customizations but does not have documentation for the configuration selections used.

**Question No. 10**

What is the City's anticipated start date and desired completion date?

**Answer No. 10**

The City's anticipated start date is mid February 2015. The scope of the project stipulates that the City wants the services performed in a phased approach. However, the City would prefer to begin with the FSCM 9.2 upgrade first and then move to HCM 9.2 upgrade.

**Question No. 11**

What is the current database platform and version of your PeopleSoft Systems?

**Answer No. 11**

The current database platform is Sql Server 2008 but the City plans on using Sql Server 2012 for the upgraded system. The City currently utilizes Peoplesoft 9.1.

**Question No. 12**

What languages have been licensed? (Eg: English, Spanish)

**Answer No. 12**

English.

**Question No. 13**

Is there a reporting database involved? What is the refresh frequency?

**Answer No. 13**

No.

**Question No. 14**

Do you want to have Self-service exposed over internet, if so do you want to implement SSL?

**Answer No. 14**

No.

**Question No. 15**

Are you using a 3<sup>rd</sup> party scheduler?

**Answer No. 15**

No.

**Question No. 16**

Are all the Key Business stake holders located at one central location? Is project execution planned from one central location with key people made available at critical times ( Fit Gap, Testing, etc).

**Answer No. 16**

All the Key Business stake holders are located in Cambridge but in different locations throughout the City. The Project execution will be planned from one central location at City Hall with key people available as required.

**Question No. 17**

Number of window servers and how many Peoplesoft app, web and process scheduler domains per server?

**Answer No. 17**

There are (10) window servers in total which include:

- (2) Production servers (FCMS)
- (2) Test servers (FCMS)
- (2) Production servers (HCM)
- (2) Test Servers (HMC).
- (1) Database server for (FCMS)
- (1) Database server for (HCM)

Each window server has 1Application server, 1 Web server & 1 Process scheduler. (Database server on 1 separate Windows server per application.)

1 DMO environment and 2 Test environments (matching production setup) per application.

**Question No. 18**

Please provide City and the School's holiday schedule?

**Answer No. 18**

Please see Attachment C to this addendum.

**Question No. 19**

Please provide the total count of employees as well as the number of users for each module in PS HCM.

**Answer No. 19**

There are 3503 defined employee records.

There are 157 defined userIDs (typically 35 concurrent).

**Question No. 20**

Do we have STAT or PHIRE or any similar tool for version control or change control?

**Answer No. 20**

No.

**Question No. 21**

Level of customizations in PeopleSoft System. Ex; High, Medium or Low

**Answer No. 21**

Low.

**Question No. 22**

Please detail the current level of customization for each module in production by the City.

**PeopleSoft Financials 9.1:**

- General Ledger
- Accounts Payable
- Purchasing
- Commitment Control
- Fixed Assets
- Project Costing (minimal)

**PeopleSoft HCM 9.1**

- North America Payroll
- Human Resources
- Base Benefits

**Answer No. 22**

All Customizations are listed in Attachments A and B to this Addendum.

**Question No. 23**

Please list all interfaces in PS HCM and PS FSCM.

**Answer No. 23**

Chart of accounts changes from FSCM to HCM

Payroll to AP

Payroll to GL

Revenue system to GL

Revenue system to AP

Direct Vouchers using Component Interface

Vendor Payments to Bank

Vendor Info from Bank to AP

**Question No. 24**

Please provide the details of your functional/technical consultants/Administrators (PS Admin, DBA, Security Admin) that you would like to leverage for the PeopleSoft upgrade project.

**Answer No. 24**

There will be City staff assigned as functional leads to work along the side of their vendor counterparts for each module being upgraded. The Informational Technology department (ITD) will provide a full time resource to assist with the

DBA requirements and full time resource for project manager and security administration requirements. ITD plans to provide support for the PeopleSoft Administration requirements through staff augmentation throughout the process.

**Question No. 25**

Please provide the count of PeopleSoft objects that have been added or modified. Please provide the details for PS HCM and FSCM applications as this information is very critical for Upgrade estimation.

**Answer No. 25**

This information is contained in Attachments A and B to this Addendum.

**Question No. 26**

Please provide the count of public queries that need to be retrofitted as part of the Upgrade for each application.

**Answer No. 26**

Approximately 500 for HCM and approximately 200 for FCMS based upon current state of the system in version 9.1.

**Question No. 27**

Please detail the number of interfaces and reports impacted by the upgrade. Please indicate if they are SQRS, Application Engine, or Crystal Reports, etc.

**Answer No. 27**

This information is contained in Attachments A and B to this Addendum.

**Question No. 28**

Please confirm whether Security setup is part of the upgrade project.

**Answer No. 28**

Yes.

**Question No. 29**

Please provide details of the data that needs to be converted and loaded in the system as part of the Data Conversion process (was this data archived and placed in a separate database).

**Answer No. 29**

None.

**Question No. 30**

Please provide the data conversion strategy if it is already in place for the data conversion to be done from legacy systems to new PS 9.2 System for new modules.

**Answer No. 30**

None.

**Question No. 31**

Please confirm whether Performance Testing is part of the upgrade project. Also let us know whether you are currently facing any major performance issues in the system.

**Answer No. 31**

No ITD does not utilize the Performance Monitor Module therefore it would not be of the upgrade project. . The City is not currently experiencing any major performance issues in the system.

**Question No. 32**

What is the tentative duration for User Acceptance Testing, if already planned?

**Answer No. 32**

It has not already been planned, however based on the City's experience with prior upgrades two (2) weeks are usually scheduled for User acceptance testing.

**Question No. 33**

Do you intend to develop new queries/reports as part of the Upgrade?

**Answer No. 33**

There is no current plan to develop new queries/reports but the reporting fit gap may reveal some they may be needed.

**Question No. 34**

Do you use any single sign on product to which we need to integrate or just LDAP configuration?

If yes, what is the single sign on product?

**Answer No. 34**

The City utilizes PeopleSoft security only.

**Question No. 35**

Please list any additional initiatives (in progress or planned initiatives/special projects) undertaken that can impact Upgrade project?

**Answer No. 35**

None.

**Question No. 36**

What are the different types of employees maintained in the system ( ex: employee, Contingent worker, Non worker). Do you have any part time/seasonal temporary employees? Please share approximate counts of each employee type.

**Answer No. 36**

EMP is the only employee type used.

**Question No. 37**

Is there a database re-platform involved for 64 bit (from the current 32bit) since 9.2 is fully 64 bit compliant?

**Answer No. 37**

Yes.

**Question No. 38**

What is the size of the production database? Are there any tables which are partitioned?

**Answer No. 38**

HCM Database size = 50gb  
FSCM Database size = 94gb  
No partitioning.

**Question No. 39**

Can we make a request for an extension of time to file the response to this RFQ?

**Answer No. 39**

Yes. The City issued Addendum Number 2 which extended the proposal due date to December 18, 2014 by 11:00 a.m.

**Question No.40**

As per the RFQ request, there may not be any changes or plan for upgrading the hardware but if needed as per the upgrade work, can the City accommodate any hardware upgrades if needed?

**Answer No. 40**

Yes.

**Question No. 41**

Please indicate the current maintenance pack applied to the PeopleSoft FSCM and PeopleSoft HCM environment.

**Answer No. 41**

FSCM through MP12.  
HCM through MP2.

**Question No. 42**

Current Bundles or Maintenance packs and Tax updates applied to the PeopleSoft HCM environment.

**Answer No. 42**

Currently testing 14-E and all prior Tax updates have been applied.

**Question No. 43**

Does the City have Profile Management implemented?

**Answer No. 43**

No.

**Question No. 44**

Please indicate if the City is using PeopleSoft Enterprise Learning Management as a separate installation or Training Administration which is part of PeopleSoft Human Capital Management installation.

**Answer No. 44**

No.

**Question No. 45**

Is the City using the delivered mass update programs for its Salary Administration or are these a custom solution?

**Answer No. 45**

No. The City uses a custom SQR process the details of which can be found in Attachments A and B to this Addendum.

**Question No. 46**

Has the City implemented Commitment Accounting in PeopleSoft HCM?

**Answer No. 46**

No.

**Question No. 47**

What is the current pay cycle for the City and School? ( I.e. biweekly, semimonthly, weekly). Does this vary based within the employee groups?

**Answer No. 47**

There are varied Pay cycles but the majority are weekly.

**Question No. 48**

What is the estimated number of employees that are included in the population to implement ePerformance?

**Answer No. 48**

Unsure at this time.

**Question No. 49**

Do we need to define security from scratch for self-service?

**Answer No. 49**

Yes.

**Question No. 50**

Do the additional requirements (if any/when identified) come from each department? If so, would it go through a decision committee before going into the requirements list?

**Answer No. 50**

Yes.

**Question No. 51**

Is there any IT quality management software that the county uses to document the test cases/Scripts (e.g. HPQC)?

**Answer No. 51**

No

**Question No. 52**

Does the county require integration between HCM and FSCM using EIPS?

**Answer No. 52**

No.

**Question No. 53**

Does the county require integrations between career planning and salary planning?

**Answer No. 53**

No.

**Question No. 54**

Do you have a standard template for the following:

- a. Comprehensive Requirements document
- b. Fit-Gap Analysis
- c. Test Script
- d. Test Plan
- e. Comprehensive Change Management plan
- f. Functional and Technical Documents

**Answer No. 54**

No.

**Question No. 55**

How many levels of approvals are required for Performance appraisals?

**Answer No. 55**

There are two to four levels of approval depending on position.

**Question No. 56**

Will delivered workflow notifications and routings meet the City's requirements?

**Answer No. 56**

Yes.

**Question No. 57**

Will the City use delegation functionality?

**Answer No. 57**

Unsure at this time.

**Question No. 58**

What is the anticipated award date of the procurement?  
What is the preferred go live date for the upgrade?

**Answer No. 58**

The anticipated award date is by mid to late January 2015. The go live date is anticipated for fall of 2015 for the Financial Enterprise System and Spring of 2016 for Human Resources. However, the anticipated go live dates should be clearly defined in the proposal document.

**Question No. 59**

Are there any black out periods where City staff will be unavailable to assist with either the upgrade or new module implementations?

**Answer No. 59**

There would be a black out period during approximately the last two weeks of June and the first week of July for the City to conduct its year end closing process

**Question No. 60**

For the new modules to be evaluated-

- a. Should we supplement the cost form with a rate card so that the City has comparative pricing data for the project implementation and not just the upgrade?
- b. If the vendor prefers to do the new module evaluations during the upgrade, does the City have sufficient staff to address all functional areas (upgraded modules and new modules to be evaluated).

**Answer No. 60**

- a. Yes.
- b. The RFP requests a phased in approach. It is difficult to answer without the proposed required resources.

**Question No. 61**

Is the City open to offsite development and consulting?

**Answer No. 61**

Yes.

**Question No. 62**

Is the City open to offshore development and consulting?

**Answer No. 62**

No.

**Question No. 63**

Which version of PeopleSoft was originally deployed at the City?

- a. How many upgrades of HCM and FIN have occurred to date?
- b. Which firm did the original implementation?
- c. Which firm (s) performed the upgrades(s)?

**Answer No. 63**

The City originally deployed PS HCM in 1999 on version 7.0 and the PS Financials in 2000 on version 7.0.

- a. The City has upgraded 5 to date on both HCM and Financials
- b. Maximus was the consultant on our original implementation.
- c. Maximus was the consultant for first three upgrades and the last three were performed in house through the Oracle Upgrade lab.

**Question No. 64**

How thorough is the existing PeopleSoft documentation?

**Answer No. 64**

We use the latest version of PeopleSoft documentation available.

**Question No. 65**

Could the City please provide an inventory of the number and type of existing customized objects?

**Answer No. 65**

Please see Attachments A and B to this Addendum.

**Question No. 66**

Could the City provide a list of existing interfaces?

**Answer No. 66**

Chart of accounts changes from FSCM to HCM  
Payroll to AP  
Payroll to GL  
Revenue system to GL  
Revenue system to AP  
Direct Vouchers using Component Interface  
Vendor Payments to Bank  
Vendor Info from Bank to AP

**Question No. 67**

Is City of Cambridge open to executing this project in Onsite/Offshore delivery model?

**Answer No. 67**

No.

**Question No. 68**

Please confirm whether “train the trainer” approach would suffice or the vendor is expected to do end user training for all users. What type of training materials will be required? Examples include End User Training materials ( training agenda, ppt, exercises), job aides ( post training task specific training tools).

**Answer No. 68**

The City expects that all functional leads will be trained and that the train the trainer approach is acceptable. The City expects the vendor to provide knowledge through written documentation and procedures.

**Question No. 69**

Please describe the Change Management and type of Communications support you will require from your consulting partner throughout the implementation?

**Answer No. 69**

The City expects the Vendor’s approach to change management to provide the City with the information to understand the case for the change, the business process and 9.2 PeopleSoft functionality that can adequately support the change. The City would expect a document that includes a risk/impact analysis, necessary stakeholder engagement, and the plan for execution.

**Question No. 70**

What is the timeline to implement additional modules (HCM, FSCM & Taleo)? Should it go live along with the upgrade or post upgrade? Is the vendor expected to give separate cost of implementing additional HCM, FSCM modules and Taleo Recruiting?

**Answer No. 70**

The Taleo product is not being purchased or implemented as part of this project. This project is separate and the timeline has been set for the winter months of 2015. The timeline to implement other additional modules would be post upgrade. Vendors shall fill out and submit the revised price proposal. See revised price proposal form attached.

**Question No. 71**

1. Does “work substantially similar” here necessarily mean work involving Peoplesoft? Or would experience successfully providing consulting and implementation services to public sector clients ( not involving PSFT) also meet this qualifying criterion?
2. In case it must be PSFT experience would it suffice if the reqd {sic} experience is available with the subcontractor but not the prime vendor?

**Answer No. 71**

Quality Requirement Number 1 states that, “The Vendor has at least (3)years of verifiable experience successfully providing consulting and implementation services to public sector clients(s) similar in size and organization to the City for work substantially similar to the work described in this RFP.” The vendor submitting the proposal must meet the minimum Quality Requirements to be considered.

**Question No. 72**

Is it mandatory that 2 of the required references have to be from public sector clients?

Would it suffice if either the Prime vendor or the Subcontractor have the required 3 client references, or do both the Prime and the Sub need to have 3 references individually?

**Answer No. 72**

The Request for Proposal states that proposers must, "Please provide three (3) client references, two (2) of which should be public sector clients, where the vendor has provided upgrade and implementation services in the last three (3) years with clients that have used the same or substantially similar products and services as the products and services proposed in this RFP." The vendor submitting the proposal must meet these reference requirements to be considered.

**Question No. 73**

Please specify the count of objects (PS object wise- Pages, Records, Components, PeopleCode, App Engine etc) that have been customized in PS HCM and PS FSCM application respectively.

**Answer No. 73**

Please see attachments A and B to this Addendum.

**Question No. 74**

Do you have any PeopleSoft Custom "built-on" applications? If yes, please mention in brief.

**Answer No. 74**

Please see attachments A and B to this Addendum.

**Question No. 75**

What is the current PeopleTools version along with latest patch/bundle/Maintenance Pack applied to tools and application?

**Answer No. 75**

PSTools 8.52.24.

**Question No. 76**

Please specify the Database, OS, Weblogic and IE version.

**Answer No. 76**

Current Sql Server 2008, Windows 2008 R2, WebLogic 10.33, IE10 – 11.

**Question No. 77**

What is the current level of documentation available on the Functionalities of the Modules in use with regards to PS Custom/Customization, Reports & Processes?

**Answer No. 77**

Please see Attachments A and B to this Addendum.

**Question No. 78**

Please provide details of major in flight projects that may impact the upgrade project?

**Answer No. 78**

None.

**Question No. 79**

Please list any/all 3<sup>rd</sup> party vendors you currently require to be integrated to Taleo-including background screening assessments, drug checks, tax credits, etc.

**Answer No. 79**

Taleo is not included or part of the scope of services for this request for proposal.

**Question No. 80**

Does {sic} you use recruitment agencies and will you require Agency Portal?

**Answer No. 80**

Taleo is not included or part of the scope of services for this request for proposal.

**Question No. 81**

Do you require any third party vendors to be integrated into Taleo Recruiting? Examples include background checks assessments, drug screens, etc. If so, please list your current partners.

**Answer No. 81**

Taleo is not included or part of the scope of services for this request for proposal.

**Question No. 82**

Please describe what data will be required for Candidate/Requisition data migration. Examples include Historical data & current /live data including what data exists to current systems as "data fields" and what data is currently housed as attachments.

**Answer No. 82**

Taleo is not included or part of the scope of services for this request for proposal.

**Question No. 83**

Please confirm that you will be using Taleo Connect Client (TCC) as the integration middleware from Taleo.

**Answer No. 83**

Taleo is not included or part of the scope of services for this request for proposal.

**Question No. 84**

How is employee's time and absence currently tracked? Please specify the data conversion requirement for Time and Labor implementation. How is it integrated with PSHCM?

**Answer No. 84**

Time and attendance tracking varies by department, from specialized public safety software (On-Duty) to manually kept spreadsheet to paper timesheets. None of them are integrated with PSHCM at this time.

**Question No. 85**

How many unions and employees in each union? Are union contracts different for each vendor?

**Answer No. 85**

On the city side, there are as follows (included non union classification groups as well)

222	CPP	Police Patrol
49	CPS	Police Superiors
33	DAY	Daycare
278	FIR	Fire
142	GRA	Grant Funded
18	INS	Inspectors IUOE Loc 877
84	LIB	Library
52	NON	Non Union Non Exempt Non Union Management 40
40	NUF	hrs
414	NUM	Non Union Management 37.5
34	ORD	Ordinance
12	PWS	Public Works Supervisors
313	TEA	Teamsters Local 25
1989	TEM	Seasonal/Temporary
42	TRF	Traffic Supervisors
25	WAT	Water

**Question No. 86**

Is year end payroll processing handled internally within Peoplesoft?

**Answer No. 86**

Yes.

**Question No. 87**

Is the Absence Management scope just to build interface between CPS Novatime and PeopleSoft HCM System?

**Answer No. 87**

Yes.

**Question No. 88**

Please explain the current business process of Benefits Administration and integration with HCM

**Answer No. 88**

We currently use Base Benefits, not Benefits administration.

**Question No. 89**

Please provide the volume metrics around the HCM, Benefits and Payroll processes?

**Answer No. 89**

On the City side, the system maintains approximately 1500 benefitted employees and 2000 part time/temporary/seasonal employees. Approximately 75 benefitted employees are newly hired each year, and approximately 1500 temporary/seasonal employees are hired each year. The City currently has a quarterly retiree reimbursement payroll of approximately 1600 retirees and maintains benefits records on an additional 800 retirees,

**Question No. 90**

What version OBIEE do you current {sic} have?

**Answer No. 90**

Unsure.

**Question No. 91**

Do you have budgetary controls? If so please explain the technology used for processing and integration.

**Answer No. 91**

The City uses the budgetary controls in place on the Financials side. The budgetary controls are not being used on the HCM side.

**Question No. 92**

Please provide the volume metrics around the current Finance and Procure to Pay processes.

**Answer No. 92**

The following information is and approximation from the FY 2015 annual budget

Purchase Orders	12,400
Formal Bids	110
Construction Contracts	50
Invoices Paid	54,000

**Question No. 93**

The FSCM modules listed are related to expense side of business? The Customer contracts are used for Revenue or Bulling applications. Did you mean to refer to Supplier Contracts the module to be implemented? If so are you licensed for the same?

**Answer No. 93**

The new modules being considered were suggested through the Oracle Insight program the City participated in September. The City is not licensed for any of the new Oracle PeopleSoft Financials or Purchasing modules.

**Question No. 94**

Will the City entertain the inclusion of additional terms and conditions in a contract resulting from this proposal, including limitation of liability and exclusion of consequential damages provisions?

Will the City entertain any exceptions to its standard contract terms and conditions?

**Answer No. 94**

No.

**Question No. 95**

Are off shore development resources an option for the City to consider in order to reduce cost?

**Answer No. 95**

No.

**Question No. 96**

Does the City have specific requirements related to remote work versus onsite or can we propose the mix that best achieves the project objectives with the lowest cost?

**Answer No. 96**

The City would prefer that technical updates such as conversions the data base be performed offsite but all application requirements be performed onsite.

**Question No. 97**

Should the price proposal include the cost to implement the new modules that are being evaluated?

**Answer No. 97**

Yes.

**Question No. 98**

Would the City consider extending the deadline of proposals one additional week to December 18, 2014?

**Answer No. 98**

Yes. The City issued Addendum Number 2 which extended the proposal due date to December 18, 2014 by 11:00 a.m.

**Question No. 99**

Our firm is a nationwide company incorporated in the state of Florida. Our firm conducts a criminal background check on all new hires, but it isn't through CHSB (Criminal History Systems Board). If our policies, practices and standards are otherwise consistent with the City of Cambridge's CORI policy, what is the correct choice for us to select on the form?

**Answer No. 99**

Vendors should read the Instructions on the CORI Compliance Form and complete the form in accordance with the instructions.

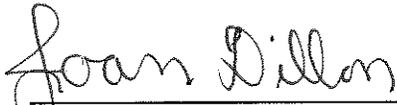
**Section 6.06- Addendum No. 3- Revised Price Proposal Attached.**

**Attachment A- Attached**

**Attachment B- Attached**

**Attachment C Attached**

All other details remain the same. All questions and answers are closed.



\_\_\_\_\_  
JOAN DILLON

ASSISTANT PURCHASING AGENT

**ADDENDUM NO. 3**

**Section 6.06 Addendum No. 3 -Revised Price Proposal**

**This Price Proposal form must be submitted in a sealed envelope marked Price Proposal , separate from the proposal. Failure to adhere to this instruction will result in automatic disqualification of your proposal. Price must remain firm for the entire contract.**

**Please submit a supplemental price sheet listing hourly rates with titles of staff assigned to the City of Cambridge.**

Total lump sum must include all labor, materials, profit, travel, overhead and expenses.

Total Lump Sum- FSCM Upgrade Services \$ \_\_\_\_\_  
Total

Total Lump Sum PeopleSoft HCM Upgrade Services \$ \_\_\_\_\_  
Total

Total Lump Sum FSCM and HCM Upgrade Services\$ \_\_\_\_\_  
Total bid submitted

Total bid submitted in words: \_\_\_\_\_

Printed Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

**This area is intentionally left blank.**

# PeopleSoft Customizations

A	B	C	D	E
App	Documentation	Description	Object Name	Type
1	AP	Payroll to AP	COG_AP_VCHR	AE
2	AP	Payroll to AP	COG_APPVCHR	AE
3	AP	AP Interface	COG_FND_FL	AE
4	AP	AP Interface	COG_UPLOAD	AE
5	AP	Payroll to AP	C_VNDLAB.rpt	Crystal
6	AP	Crystal Reports	CCCCCKREG.rpt	Crystal
7	AP	Crystal Reports	CCCCCKREG.rpt	Crystal
8	AP	Crystal Reports	CHECK6.rpt	Crystal
9	AP	Crystal Reports	COG_VAC1.rpt	Crystal
10	AP	Crystal Reports	COG_VAC2.rpt	Crystal
11	AP	Crystal Reports	COG_VAC3.rpt	Crystal
12	AP	Crystal Reports	COG_VAC4.rpt	Crystal
13	AP	Crystal Reports	COG_VAC5.rpt	Crystal
14	AP	Crystal Reports	COG_VEND.rpt	Crystal
15	AP	Crystal Reports	COCADJVN.rpt	Crystal
16	AP	Crystal Reports	C_1FUEL.SQR	SQR
17	AP	SQR Reports	C_1RFVNU.SQR	SQR
18	AP	SQR Reports	C_3MUREF.SQR	SQR
19	AP	SQR Reports	C_3RFCHK.SQR	SQR
20	AP	SQR Reports	C_MURF.SQR	SQR
21	AP	SQR Reports	C_PMVND.SQR	SQR
22	AP	SQR Reports	CICKEXP.T.SQR	SQR
23	AP	SQR Reports	COCAP006.SQR	SQR
24	AP	SQR Reports	COCESTRP.SQR	SQR
25	AP	SQR Reports	CPAYMODE.SQR	SQR
26	AP	SQR Reports	C_BDFPS.rpt	Crystal
27	GL	Crystal Reports	C_BDRFPJ.rpt	Crystal
28	GL	Crystal Reports	C_BUDREF.rpt	Crystal
29	GL	Crystal Reports	C_GNFNST.rpt	Crystal
30	GL	Crystal Reports	C_REVDET.rpt	Crystal
31	GL	Crystal Reports	C_REVSUM.rpt	Crystal
32	GL	Crystal Reports	C_RVJNL.D.rpt	Crystal
33	GL	Crystal Reports	C_RVJNL.S.rpt	Crystal
34	GL	Crystal Reports	C_RVPYDT.rpt	Crystal
35	GL	Crystal Reports	C_CBBUDREF.rpt	Crystal
36	GL	Crystal Reports		
37	GL	Crystal Reports		

PeopleSoft Customizations

City of Cambridge

	A	B	C	D	E
	App	Documentation	Description	Object Name	Type
1					
38	Gl	Crystal Reports	Project Grant Revenue Detail	CGFRD_02.rpt	Crystal
39	Gl	Crystal Reports	Project Grant Revenue Summary	CGFRS_03.rpt	Crystal
40	Gl	Crystal Reports	Expenditure Status report	CGFS_01.rpt	Crystal
41	Gl	Crystal Reports	Project Grant Expenditure report	CPGS_11.rpt	Crystal

**ATTACHMENT B  
PeopleSoft Customizations**

**City of Cambridge**

A	B	C	D	E	F	G
App	Identify	Description	Project name	Object Name	Type	School, City or Both
1	AP	AP Interface Load	On Financials	COCAP006	SQR	City
2	AP	AP Interface Load Payroll to AP				
3	AP		COC_PAYDATA	COCPY006	SQR	City
4	BN	Calc Split Percentage Retirement - COBOL	None	PSCDARRY, PSCDEDT1, PSPDCALC,PSPDEDTN	COBOL	Both
5	BN	Leave Accrual Job	None	PSPACCPR,CBL	COBOL	City
6	BN	Purge Negative Leave Balances	COC_SQR_RPTS	C_PNEGIV	SQR	City
7	BN	Leave Accrual Run Controls	COCLAUPD	COCLAUPD	SQR	City
8	BN	City Leave Accrual Bank	COC_LEAVE	COCLEA01	SQR	City
9	BN	Leave Accruals Bank Page	COC_BANK_ACCRUALS	COC_BANK_ACCRUALS	Page	City
10	GL	Accounting Line Data	COC_GL_MODS	EXPACTLN	SQR	Both
11	GL	General Ledger Interface	COC_GL_MODS	PAYGL02	Job	Both
12	GL	General Ledger Interface	COC_GL_MODS	PAYGL02 & EXPACTLN	Job	Both
13	HR	EEO-5 Job Analysis	None	PER022	SQR	School
14	HR	Employee Delta	COC_SQR_RPTS	C_EDELTA	SQR	City
15	HR	Federal Salary Source	EPIMS_DATA	FSS_CODE	Page	School
16	HR	School Acct/Unit	EPIMS_DATA	SCH_AU_PRG	Page	School
17	HR	EPIMS - MEPID	EPIMS_DATA	MEPID	SQR	School
18	HR	EPIMS - MEPID SR	EPIMS_DATA	MEPID_SR	SQR	School

# PeopleSoft Customizations

# City of Cambridge

A	B	C	D	E	F	G
App	Identity	Description	Project name	Object Name	Type	School City or Both
1	EPIMS - MEPID_WA	Generate file and report of Work Assignment information for State EPIMS reporting - Process managed by the School	EPIMS_DATA	MEPID_WA	SQR	School
19	School Position Data	Additional page on Position to allow for input of information. Used for reporting purposes. Comment: Sort --so that most recent row is view first and then history	COC_POSITION	COC_POSITION	Page	School
20	JOB CODE Page Label Change	Change Worker Comp Code label to "State Code".	None	JOBCODE_TBL_1_GBL	Page	School
21	Retirement Board Report	Produce information file and report for Retirement Board.	COC_SQR_RPTS	C_RETRID	SQR	City
22	Teachers Retirement Board Report	Produce a flat file and report for the Mass Teachers Retirement Board.	COC_SQR_RPTS	COCMTRS	SQR	School
23	Terminate Summer Temp employees	External SQR program to terminate the summer temporary help.	Run Externally	C_TERM_EE	SQR	City
24	Mass Update by Salary Plan	Using delivered Mass Update functionality create run groups for the process by salary admin Plan.	COC_MASSUPD_PREP	COCMUPRP	AE	Both
25	Process File Directory Location	Custom SQR and table COC_FILELOC to dynamically select the correct file location depending on the database.	None	COCFLDIR	SQC	Both
26	Dept Budget account code change for CPSMA/REG	Get acct_cd from the dept_budget tables if seid = 'opsma' and emnd not equal 'reg'	None	PSPPFDDST.CBL	COBOL	School
27	Bank File	Produce file of Check Run data for the Bank.	COC_SQR_RPTS	COCCKOUT	SQR	City
28	Time Sheet Print	Program produces the time sheet form used by payroll for time recording purposes, executed after the Create Paysheets process. Sort Order: City, Pay Group, DeptId, Alpha School, Pay group, Alpha	COC_SQR_RPTS	COCCTIME	SQR	Both
29	Direct Deposit File	Direct Deposit Process Modified to print the header to the file to identify School or City.	None	DDP001	SQR	Both
30	Check Advice Print	City Added leave balance information to the Advice check print.	None	DDP003	SQR	City
31						

# PeopleSoft Customizations

# City of Cambridge

A	B	C	D	E	F	G
App	Identity	Description	Project name	Object Name	Type	School City or Both
1	Pay Check Search Sort	Change the search record to view the results in Most Recent check 1st order. View altered for Sorting purposes in Search record	MRT_SRCHQRY	ZZ_PAY_CHK_VW	Record	Both
32	PreDistribution Audit Report	Suppress some error messages	None	HPCA010	SOR	Both
33	Payroll Deduction Register	Deduction Register. Pension Deduction split. SSN identified on Report (Last 4 digits)	None	PAY001	SOR	City
34	Payroll Register	City added leave balance information to the check print.	None	PAY002	SOR	City
35	Check Print	Form layout selection for Printer.	None	PAY003	SOR	City
36	W2 print format	Payroll Check Register. Modified Check Number.	None	PRTFORML	SOC	City
37	Check Register	Print PaySheets - format change from standard report.	None	PAY004	SOR	City
38	COC Paysheet Edit	Child Support- EFT	None	PAY009N	SOR	City
39	New Hire Report	New Hire Reporting for State	None	PAY040	SOR	City
40	W2 Audit Report	W-2 Audit Report changed to get one W-2 if the same SSN but different Emplid.	None	PER036S	SOR	City
41	Prior 2001 W2 report	W2 Forms changed to get one W-2 if the same SSN but different Emplid.	None	TAX910AU	SOR	City
42	W2 Print	Report summarizing a Pay run by department and Pay Group.	None	TAX910PR	SOR	City
43	Warrant Report	4 variations of a crystal report for Budget info	None	TAX960US	SOR	City
44	Budget Payroll Reports - Crystals	COC Salary Plan Only Maint	COC_SQR_RPTS	WARRANT_	CRYSTAL	City
45	COC Salary Plan Only Maint	Inserts rows into the Sal_Step_Tbl and Sal_Grade_Tbl depending on the parameter.	None	CBPYxx.RPT	CRYSTAL	City
46	Salary Increase by Salary Plan - By Percentage	Inserts rows into the Job and Job_Earns_Dist to reflect the new salary (match Step and Grade Tables).	COC_SQR_RPTS	COCSSAPM	SOR	Both
47	Salary Increase by Salary Plan - By Amount	Inserts rows into the Sal_Step_Tbl and Sal_Grade_Tbl depending on the parameter.	COC_SALARY_MASS_CHANGE	COCSLRY	SOR	Both
48	Salary Increase by Salary Plan - By Amount	Inserts rows into the Job and Job_Earns_Dist to reflect the new salary (match Step and Grade Tables).	COC_SALARY_MASS_CHANGE	COCSLRY1	SOR	Both
49						

ATTACHMENT C



CITY OF CAMBRIDGE  
795 MASSACHUSETTS AVENUE  
CAMBRIDGE, MASSACHUSETTS 02139-3201  
TEL: 617-349-4332  
TDD: 617-349-4242  
FAX: 617-349-4312

PERSONNEL DEPARTMENT  
SHEILA KEADY RAWSON  
Director

TO: All Department Heads  
FROM: Sheila Keady Rawson  
Personnel Director  
DATE: September 25, 2014  
SUBJECT: 2015 Holidays

The following are the scheduled 2015 holidays for non-union, management, and Teamster Local 25 employees. Holidays for employees in unions are as listed in their collective bargaining agreements. Should any changes occur to collective bargaining agreement holiday schedules, departments will be notified.

New Year's Holiday	January 1	Thursday
Martin Luther King Jr.'s Birthday	January 19	Monday
Presidents' Day	February 16	Monday
Patriots' Day	April 20	Monday
Memorial Day	May 25	Monday
Independence Day	July 3	Friday
Labor Day	September 7	Monday
Columbus Day	October 12	Monday
Veterans' Day	November 11	Wednesday
Thanksgiving Day	November 26	Thursday
Day After Thanksgiving	November 27	Friday
Day Before Christmas	December 24	Thursday
Christmas Holiday	December 25	Friday