

**State of Hawaii
Department of Education**

REQUEST FOR INFORMATION

No. RFI D19-095

Financial Management System (FMS)

February 12, 2019

The Hawaii Department of Education (HIDOE) is seeking information to assist in the possible development of a Request for Proposal (RFP) for a Financial Management System (FMS). This is a Request for Information (RFI) only. Our purposes in issuing this RFI are to:

1. Determine financial management systems that are state-of-the-art in technology and able to support K12 educational organizations.
2. Obtain demonstrations of financial management systems able to support K12 educational organizations which are provided via software-as-a-service.

The information received will assist the HIDOE in preparing specifications for a subsequent solicitation. Specifications for a subsequent solicitation may not be limited to the above and may be expanded based on information gained as a result of the RFI process.

The RFI solicits input from any and all vendors to formulate the criteria to compose a competitive solicitation for this project. The HIDOE requests vendors to forward responses in accordance with the accompanying RFI document.

The HIDOE also reserves the right to incorporate into its solicitation, if/when issued, any recommendations or comments presented in response to this RFI. Neither the HIDOE nor the vendor responding has any obligation under this RFI.

Respondents are responsible for all expenses associated with responding to the request. The HIDOE is under no obligation to pay for any information or ideas submitted in response to the Request for Information or for any costs incurred by any party as a result of this request.

The HIDOE shall not provide any reimbursement for the cost of developing, presenting, submitting, or reviewing any information in response to this RFI.

THE HAWAII DEPARTMENT OF EDUCATION BACKGROUND

The State of Hawaii has 256 K-12 public schools operated by the Hawaii Department of Education (HIDOE) and 36 charter schools that together make up the 10th largest school system

in the nation. The HIDOE-operated schools are organized into 42 “Complexes,” made up of a K-12 system of a high school and its feeder schools. Complexes are grouped on a geographic basis into 15 Complex Areas that are each led by a Complex Area Superintendent. HIDOE serves approximately 180,000 students.

Several unique factors set the HIDOE apart from other state department of educations: (1) the HIDOE is a single, statewide school system that operates as both the State Education Agency (SEA) and the only Local Education Agency (LEA); (2) the 1994 Felix Consent Decree has a major impact on the level of support and funding in place to ensure an appropriate level of support to students with disabilities and mental health needs; and (3) the HIDOE is supported by state general funds and federal funds instead of property taxes therefore allowing for fair and equitable financing across geographical areas.

The single SEA/LEA structure of the HIDOE is directed by a Superintendent of Education and a single Board of Education.

NEED FOR PROCUREMENT

Current Financial Management System

The current FMS is a combination of an IBM DB2 v10 database, CICS v4.2, Enterprise COBOL V4.2 application, and IBM z/OS v2.2 System and JCL software. FMS is used at the schools, district offices, and state offices with the Department of Education. FMS has special features specifically designed for the unique needs of a wide range of users. The Hawaii State Office of Enterprise Technology Services operates the IBM mainframe computer which hosts FMS.

The users of the Department of Education’s current FMS include Secretaries, School Account Clerks, School Administrative Services Assistants (SASAs), School Lunch Personnel, Vice Principals, Principals, District Account Clerks, District Business Specialists, District Accountants, Program Managers, Assistant Superintendents, Complex Area Superintendents, State Office Account Clerks, Central State Office Personnel, State Executives, and the Board of Education.

FMS is a single integrated financial management system which is installed on a mainframe computer at Hawaii State Office of Enterprise Technology Services in Honolulu. All data entered into FMS Statewide is posted to a central set of ledgers on the computer. The data can be retrieved and reported by various organization levels, program levels and other levels within the account code structure. The functional areas supported by FMS are:

General Accounting	Serves as the core of FMS, which is integrated with all of the separate FMS modules. This module maintains a self-balancing set of general ledger accounts and all other records required to perform on-line funds control and to meet the diverse financial accounting requirements of the Department and its individual schools.
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Purchasing	Supports the purchasing functions within HIDOE, from initial request through receipt of goods.
Fixed Assets	Provides for monitoring equipment inventory and other fixed assets, from acquisition through maintenance and disposal.
Offeror Payments	Serves as the center of the expenditure and check writing process, with data integrated to Purchasing, Accounting, and Fixed Assets.
Cash Receipts	Supports the tracking of cash, with links to the accounts receivable and accounting processes.
Plan Adjustments	Supports the maintenance of HIDOE's School, District, Budget Branch and State level budgets

The HIDOE strategic vision for the new FMS is to provide access to accurate, timely, and meaningful fiscal data for all stakeholders (staff, HIDOE, and public) for the ultimate purpose of enhancing student achievement and creating life-long learners. The HIDOE envisions a new FMS that will provide efficient and effective technology support to schools, offices, and administration; aimed at modernizing workflows, improving data quality, and decreasing administrative burden. Access to complete and consolidated information will support data driven decisions at all levels of the organization.

To accomplish this vision, the HIDOE seeks a modern software-as-a-service (SaaS) solution which has been shown to effectively support K-12 school systems and has a proven record of integrating with enterprise resource systems, as well as the ability to integrate with or provide data to other systems for reporting, compliance, or other education-related purposes.

The new FMS is to serve as the first component of a longer-term vision of a comprehensive Enterprise Resource Planning System (ERP). The ERP is not required to be traditional single vendor solution, yet a single vendor solution is not excluded from consideration. HIDOE is seeking to establish a platform supporting seamless integration. The platform can be constructed of best-of-breed ERP applications built upon a platform. This ERP platform will allow for seamless integration among the various components which comprise traditional ERP systems. These components include but are not limited to Human Resources Management, Recruitment, Work Force Management, Budget, Compensation, Risk Management, Grant Management, etc.

OBJECTIVE

The purpose of this RFI includes taking the first step in identifying requirements that include a suite of functional modules that can accomplish the integration of the major application functionality identified in the previous section. The ideal solution should consist of Commercial-Off-The-Shelf (COTS) software designed to work as software-as-a-service. The COTS/SaaS solution should work with minimal code customization. Integration software to the existing FMS boundary systems is expected to be required but the desire is to minimize the need for any customized software. HIDOE is also seeking information on solutions where some components are still in development and/or where suite integration is not yet complete. The HIDOE is

seeking information from vendors whose products/services demonstrate a product set, an associated product development roadmap, and associated timeline that meets the intent of our FMS vision. We are also interested in the information related to successes and challenges in deploying and supporting products in the functional areas described above as well as their capacity to provide the resources for the full project life cycle.

RFI RESPONSE FORMAT/INFORMATION REQUESTED

1. Enterprise Architecture (Functional and Technical)

Please provide the following:

- a. An overview of the proposed solution describing the underlying design.
- b. The system architecture and its underlying technology. Please also include applicable details of the level of data and process integration, such as a common database between functional modules/services or an integrated set of transactional databases with real-time synchronization.
- c. Where components of this architecture currently exist or are nearing production release, please include a relatively detailed description of these components. Where components are in the planning or development stage, please describe their specific intended functions and their role in the overall architecture.
- d. The rationale and explanation of why the described architecture and technology would be beneficial to the HIDEOE and how it will support and enhance the COTS/SaaS strategic vision.

2. Security Controls

Due to the sensitive nature of the information being generated, collected, and/or derived within the system, as well as privacy regulation that impact K12 organization operations, please provide an overview on how your solution protects the HIDEOE data from breach and/or unauthorized access.

HIDEOE has implemented Microsoft Azure AD. We require the new FMS to integrate with this identity provider for authentication. Provide an overview of how your solution will support this strategic HIDEOE initiative.

3. Migration/Transition Plan

Propose a preliminary plan and timeline on how the various system functions and data of HIDEOE's existing application environment could be migrated to the new system. The existing FMS system has been operational for over 25 years and has current and archival data stored on the IBM mainframe in a DB2 v10 database system. This data will need to be transitioned to the new solution.

4. Training

Provide training options on the new system (end user, system training, train the trainer, etc.).

5. Technical Support

Please provide information on how you plan on providing continuous technical support to the HIDEOE users from 7:45 a.m. to 4:30 p.m., HST, after the initial transitional period.

6. Additional Comments/Information

- a. Based on your review of the approach and requirements described above, what do you feel are the strengths and weaknesses of this approach?
 - b. What are the major challenges or technical difficulties Hawaii could face by following this approach?
 - c. Please provide any additional comments/information that you feel would be beneficial to the HIDOE in deciding on a platform and vendor to provide the services outlined in this RFI.
7. Pricing

In order to determine the feasibility of implementing a system as outlined herein, please provide an anticipated “ball park” cost including start-up costs, data migration costs, implementation costs, training costs, maintenance costs, etc. The information provided will be used for planning purposes only and should not be construed as part of a future RFP solicitation.
8. References

Please provide a list of 3-5 customers, ideally K-12 customers with 100,000+ students and/or 15,000+ employees, who have acquired and installed relevant software from your company that you would propose to be part of our envisioned FMS environment. The list should include the following:

 - a. Customer name
 - b. Contact name and title
 - c. Contact Information: Address, telephone number and email
 - d. Description of modules installed
 - e. Timeframe for implementing software
 - f. Cost for implementing software
 - g. Cost savings achieved
 - h. Systems integrator
 - i. Project manager
 - j. Migration/Transition proposal
9. Potential Demonstration

After reviewing the responses, HIDOE may request respondents to conduct a presentation including a system overview and detailed demonstration. If this is requested, it would be conducted via applicable online webinar method and the time frame estimated to be during the month of **April 2019**.

RFI SUBMISSION AND DATES

All interested parties should submit their questions to the HDOE no later than **February 21, 2019** and final RFI responses no later than **March 7, 2019** to:

E-mail (preferred): Brian_Frey@notes.k12.hi.us

Written Correspondence: Mr. Brian Frey
Office of Information Technology Services
Hawaii Department of Education
650 Iwilei Road, Suite 332
Honolulu, Hawaii 96817

Vendors are encouraged to respond since they will be helping to shape the future of educational data systems and to raise the bar on the level of design sophistication for such tools.

Respondent shall also submit one (1) copy clearly marked "For Public Inspection." This copy should not include information that the respondent deems to be Trade Secret or Confidential Information. This copy will be made available to the public, if requested.

This RFI is for planning purposes only. It is neither a solicitation notice nor a Request for Proposals RFP. Responses to the RFI are not offers and cannot be accepted by the State of Hawaii to form a binding contract. This RFI shall not limit any rights of the State, and the State reserves all its rights including but not limited to its right to elect not to procure the goods and/or services that are the subject of this RFI and its right to procure them from a vendor that has not responded to this RFI.

DR. CHRISTINA M. KISHIMOTO
SUPERINTENDENT

Procurement Notice Posted on February 12, 2019