

VPRA Questions

1. General ledger
 - a. Do you have an idea of SGL account and attribute structure? **Don't know at this time. VPRA being established. Need ability to tie multiple revenue sources to project budgets.**
 - b. Approval workflow requirements? **Yes**
2. Accounts receivable
 - a. Are you using sales order for any sales processing? **Not that we are aware of at this time.**
 - b. Is there an e-commerce platform required to integrate with? **No, unless the VPRA chooses to use eVA which is the State's e-commerce platform.**
3. Accounts payable
 - a. Will the other legal entity be maintained in the future ERP system? **Only VPRA will be maintained in the ERP system.**
 - b. Do you require invoice automation? OCR functionality for reading and posting invoices? **Some automation would be desirable.**
 - c. Workflow requirements? **Yes, the ability to electronically route invoices for approvals is desired.**
4. Capital assets
 - a. Do you require tax depreciation to be managed in future ERP? **No, the VPRA is considered a governmental entity exempt from taxes.**
5. Leases
 - a. How are leases managed today? **Through CARDINAL, State's G/L.**
6. Project accounting
 - a. Any requirements for timesheet tracking? **Yes.**
 - b. Do you require ability to capitalize any of the costs associated to a certain project? **Yes**
7. Budgeting
 - a. Do you require any budget control? Tracking expenditures in system and if getting close or exceeding at time of posting the system throws errors? **Yes**
 - b. Workflow requirements for budget lifecycle? **Don't know at this time.**
8. HR/Payroll
 - a. Are employees paid via check, ach, or both? **Will be paid by Direct Deposit. External payroll processor will most likely be utilized.**
 - b. Of the 50 how many employees are FTE vs Contractor? **The majority of the 50 employees would be FTEs**
 - c. Any requirements around employee onboarding? **Possibly**
 - d. Any requirements for self-service portal capabilities where employees can review and maintain certain records? **Yes**
9. Treasury management
 - a. Any requirements for positive pay, lockbox, automatic bank reconciliation? **Yes**
 - b. How many bank accounts / banks? **We are just beginning to do an RFP for banking services so don't know at this time. The balances involved are significant >\$100M and some stakeholders may require separate bank accounts.**
10. Purchasing

- a. Is there a requirement for always sending out a bid (RFQ – request for quote) or is it only for certain purchases? **Procurement procedures have not been developed yet, but will probably involve sending out a bid, except for small dollar purchases possibly.**
- b. What sites do you currently use for eProcurement? Staples, Amazon, etc? **Currently use eVA, the states electronic procurement system. VPRA just being set up so not sure what they will use.**
- c. Workflow requirements? **Don't know yet as VPRA just being set up, but an internal requisitioning system is needed**

11. General

- a. Any required integrations? **Integration with the PMO on the entity's most significant project will be needed.**
- b. Any current CRM solution or requirement? **No**
- c. Are you currently using DRPT's ERP system? What is it? Required integration? **Using DRPT's project based budgeting system that interfaces with CARDINAL, the State's G/L system. Possible integration if ERP cannot deliver needed capabilities.**
- d. Since VPRA is now an independent entity, will there be any historical data required for this implementation? **Numerous projects are being moved from DRPT to VPRA which may require some historical data import.**

12. General

- a. What is the timeline? When are you looking to implement an FSS? **Once RFI is complete, we plan to do an RFP which should take 90-120 days. Planned implantation would be September 30, 2021**
- b. What are the number of and locations of all VPRA sites implementing this FSS solution? **1 or 2 at this time.**
- c. How will you be accessing the financial application? On-site, remote, pc, laptop, ipad, mobile devices? **On-site and remote.**
- d. What is your fiscal year? **State Fiscal Year (July 1-June 30)**
- e. Is VPRA considered a component unit of the Commonwealth of Virginia as defined by GASB Statement no. 39? **Yes**
- f. How many of the intended 50 employees will need full access to the system and how many may need viewing access only? **Don't know at this time.**

13. Compliance

- a. What compliance standards do you need to meet? **Federal requirements associated with receiving federal funds.**
- b. What security compliance standards must you follow? **None have been adopted yet as VPRA just created.**

14. AR

- a. What are the specific requirements for online invoicing? **None have been adopted yet as VPRA just created.**

15. AP

- a. What are the specific requirements for online payments? **None have been adopted yet as VPRA just created.**

16. Capital Assets

- a. What depreciation methods are used? **None have been adopted yet as VPRA just created.**
- 17. Leases
 - a. How many and what type of leases are you supporting? What are the detailed recording, supporting and reporting requirements pertaining to leasing? **None at this time, but will probably have some going forward. VPRA will follow governmental accounting for enterprise funds.**
- 18. Project Accounting
 - a. Is the planning for projects centrally located? **Yes.**
- 19. Grants
 - a. Will VPRA be the recipient of grants or awards? Will they be awarding grants? What are the reporting requirements pertaining to managing and administering grants? **VPRA will be a recipient of state and federal grants and must comply with those requirements. VPRA will be awarding grants, but requirements not established yet.**
- 20. Budgeting
 - a. Are separate budgets prepared and maintained for projects and awards? **Separate budget for projects, but need to be able to associate the award with the project budget and need to be able to associate multiple revenues to a project in order to bill for revenue collection.**
- 21. Treasury Management
 - a. Does VPRA has authority to issue bonds and public debt instruments? **Yes**
- 22. Technical Platform
 - a. What are your requirements for cloud hosting? **None established yet. If VPRA is required to use VITA then they will have to follow VITAs requirements. VITA is the States IT Oversight agency.**
- 23. Technical Platform
 - a. Is public cloud acceptable for VPRA or will a private/governmental cloud be required? **Public cloud is acceptable.**
- 24. Training
 - a. Is the core team centrally located? What is the preferred method of training? **VPRA Board has been established and management is being hired. Team will be in two locations. One in Richmond and one in Northern Va.**
- 25. Retention
 - a. What is VPRA's preference for documentation retention? **Electronic if possible, but VPRA management not established yet.**
- 26. Backups & Disaster Recovery
 - a. What is your intended backup and disaster recovery plan? **Don't know at this time.**
- 27. User Accessibility
 - a. Do they currently have Microsoft Office 365 accounts? **No. VPRA just starting to be established.**
- 28. User Accessibility
 - a. Are users limited to the types of information and details they can see specific to their roles within the organization? **Don't know at this time. That would be the expected ability.**
- 29. Reporting

- a. Do you have a predefined list of reports and will you have user generated reports that need to be saved and reused? **Don't know at this time. VPRA being established.**
30. Integrations
- a. What, if any, integration needs do you have to other systems? **None we are aware of at this time. May need to integrate with PMO systems and DRPT legacy system.**
31. Other
- a. What is the impact of implementation of Financial Systems Software on current MOU between the Department of Rail and Public Transportation and VPRA? **Not sure. DRPT staff may offer support during implementation.**
32. Can you please provide an estimated count of the following types of individual (not concurrent) users:
- a. Full Finance, HR, and Payroll Users (Users who post financial transactions in the system) **10**
 - b. Submit and Approve users (users who submit and/or approve purchase requisitions) **15**
 - c. Read only reporting users **30**
33. General –
- a. How is VPRA organized? Multiple business entities or a single business entity? **Single business entity** Multiple departments/cost centers? **Maybe 5 costs centers** Is there a need for time entry/tracking generally? **Possibly** For Projects? **Yes, project budgeting**
 - b. Does the solution need to include time tracking? **Most likely** Does VPRA need to integrate with Virginia's Cardinal system for reporting or is VPRA a separate entity? **Separate entity.** Does VPRA need to integrate with the Federal Governments STARS database for ledger reporting? **No**
 - c. Why the requirement for US.SGL capability/compatibility? Does VPRA also reimburse expenses to employees? **Yes, travel reimbursements**
34. Leasing
- a. Will VPRA primarily be leasing assets FROM others or leasing assets TO others? Will both directions be needed? **Don't know at this time. VPRA being established. Most likely limited lease activity.**
35. Grants/Projects
- a. Will VPRA be applying for and receiving grants or will it be authorizing grants TO others? **Both**
 - b. Roughly how many grants does VPRA anticipate annually? **Less than 100**
 - c. Would the roughly 1000 concurrent projects mentioned in the RFI all be related to Grants or will most of them be internal/non-Grant related? **Most of them are grants, and that number would be at full maturity of the entity**
 - d. Will subcontractors also be project managers or will that be employees only? **Yes.**
36. Procurement/Inventory
- a. How many solicitations to bid does VPRA expect annually? Is there a vendor in place for P-Card functionality? **Up to 50. P-card not yet established but will be incorporated**
 - b. Will subcontractors be issued P-Cards or only employees? **Don't know at this time. VPRA being established. Probably on employees**
 - c. Will employees be expected to reconcile P-Card activity regularly? **Yes**
 - d. How much inventory is "minimal"? **less than \$30,000**

- e. Do you expect electronic invoicing? Punchout to supplier catalogs? Online PO's? **At some point , yes**
- f. Does VPRA intend to create a number of purchasing contracts with defined pricing for items? **Possibly.**

37. Treasury

- a. Do you expect the Treasury product to structure debt and automate transactions? Does VPRA have third-party trustees for debt management? **Third party consultants will be utilized**
- b. Does VPRA invest short-term cash? **yes**

38. Payables

- a. Does VPRA anticipate the need for printing checks or will most payments be ACH/Wire with the occasional manual check? **Probably will print checks. Would prefer electronic transactions**
- b. Does VPRA seek out discount terms and pay according to the discount terms? **VPRA being established. Possibly**

39. Receivables

- a. Does VPRA expect to accept credit card payments for invoices? **VPRA being established. Probably not**

40. HCM/Payroll

- a. Primarily use direct deposit for employees or do checks get cut? **Direct Deposit**
- b. How should employees receive "pay stubs"? **Preferably on-line.**
- c. Do subcontractors need to be tracked in the HCM system or will they be exclusively vendors? **Exclusively vendors.**

41. Interfaces / Reporting

- a. Does VPRA have a system in place for reporting? What current interfaces does VPRA have (how many, what kind)? Can you describe the current technical landscape at VPRA? **The VPRA is currently using the DRPT project based accounting system that interfaces with CARDINAL. CARDINAL is a temporary solution. We plan a using a cloud based solution for the new financial system that is purchased.**

42. Will VPRA be using the State-wide Cardinal system for payroll or any other function?

- a. Would VPRA be open to using the Cardinal system for any of the functions/modules listed in the RFI? **VPRA will not use any functions or modules In CARDINAL after a long term solution is selected.**

43. When is VPRA scheduled to be connected to the current implementation of the Cardinal system? **It is has been determined that VPRA will not be allowed to use Cardinal**

44. Annual Operating and Capital Budget – we understand VPRA is a newly formed agency. For the purposes of estimating the potential size and complexity of your organization's financial accounting requirements, would it be possible to provide an estimate of an annual budget the agency envisions? For example, does VRPA envision having a "normal" or "steady budget" of a lower amount combined with a much higher "capital" amount related to the acquisition and development of rail assets and the like? **VPRA does envision having a steady operating budget**

combined with a much higher capital budget. Operating budget may be around \$70 to \$100 million at maturity; capital is lumpy; as high as \$500M in a year.

45. Leasing requirements – does VPRA envision managing/accounting for leases where VPRA serves as both Lessor and Lessee? **VPRA being established. Not much anticipated**
46. Staffing – again, understanding that VPRA is a newly formed agency, would VPRA be able to provide some insight as to the staffing plan for having technology support staff who would support the implementation of a new ERP system? **VPRA being established. DRPT is supporting VPRA until it is established. VPRA will hire its own IT team.** Would those be VPRA employees, or would DRPT staff support VPRA? **DRPT employees until VPRA Management and staff are hired.**
47. Purchasing requirements – can VPRA provide additional clarity on the “minimal inventory” requirements? Can VPRA provide a few examples of what inventory items may be managed?
Supplies
48. Has funding been approved for this? **Yes**
49. Is there an estimated budget already in place for a solution(s)? **No**
50. If this RFI greenlights a solicitation, what is the estimated procurement timeline? **Estimated timeline is 90-120 days after completion of RFI. Implementation is projected for September 30, 2021**
51. Is the Department of Rail & Public Transportation curious about owning the ERP/HCM Solution, or this is strictly for VPRA? Will any Dept of Rail & Public Transportation employees need access to the VPRA ERP/HR Solution? **This is strictly for the VPRA, but some DRPT employees may need temporary access to process transactions until the VPRA has hired staff.**
52. Is the total # of employees (fulltime and parttime, and retirees) 50? Do you expect it to grow larger over time as it's a newly created agency? **Plan for an upper end of 200 users.**