



Procurement & Strategic Sourcing  
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Division of Finance and Business Operations

November 26, 2024

**Addendum #2  
Request for Proposal  
Wayne State University Financial Planning System  
RFP dated November 15, 2024**

**Question and Responses**

**This Addendum must be acknowledged on Schedule D.**

As part of the RFP process, WAYNE STATE UNIVERSITY has committed to publishing questions from potential VENDORS along with UNIVERSITY responses. The Q&A are attached below.

**Question:** Given that Schedule D is counted against the page limit and is also a requirement on the submission portal, do we still need to include this in our response, or will completing it on the submission portal suffice?

**Response:** *You need to include Schedule D in your response.*

**Question:** How will the 85 users across colleges be using the proposed system?

**Response:** *The users will enter data during budget development season. They will run reports and forecasts during the fiscal year and rely on dashboards to understand and present the financial standings of their unit.*

**Question:** Can you provide a technological landscape Solution architecture of the current system?

**Response:** *The current cloud-based system (Workday Adaptive Insights) relies on a number of data feeds from our ERP environment and primary financial accounting system (Ellucian Banner). Ellucian Banner has an Oracle DB backend, and we have a series of regular data feeds (ETLs) that occur via SQL extraction and orchestrated via a scheduling system we have called Appworx.*

**Question:** Can you share how the data is being extracted from Banner (are there any existing APIs), where is the data being stored (is it in a landing area or staging area), where does Cognos fetch the data from for reporting, how is the data made available in Excel for reporting?

**Response:** *The current cloud-based system (Workday Adaptive Insights) relies on a number of data feeds from our ERP environment and primary financial accounting system (Ellucian Banner). Ellucian Banner has an Oracle DB backend, and we have a series of regular data feeds (ETLs) that occur via SQL extraction and orchestrated via a scheduling system we have called Appworx.*

*The APIs are Ethos and Data Connect from Ellucian and customized API if needed.*

*We have a nightly process that extracts data from Ellucian Banner and performs ETLs (Extract Transform and Load) into a data warehouse system we call the ODS (Operational Data Store), also based on Oracle, into longitudinal reporting systems such as IBM Cognos and PowerBI.*

**Question:** If the data is being stored in landing/staging area for Cognos to report on, is this pull/push of data to landing/staging area being done in a scheduled automated manner?

*Response: Yes, the extracts are done nightly for reporting into our data warehouse. The current cloud-based system (Workday Adaptive Insights) relies on a number of data feeds from our ERP environment and primary financial accounting system (Ellucian Banner). Ellucian Banner has an Oracle DB backend, and we have a series of regular data feeds (ETLs) that occur via SQL extraction and orchestrated via a scheduling system we have called Appworx.*

*We have a nightly process that extracts data from Ellucian Banner and performs ETLs (Extract Transform and Load) into a data warehouse system we call the ODS (Operational Data Store), also based on Oracle, into longitudinal reporting systems such as IBM Cognos and PowerBI.*

**Question:** Is the completed by date related to the implementation of the solution or the end date of the initial software contract?

*Response: Completed by date refers to the goal for implementation of each phase.*

**Question:** Can the Institution extend the RFP submission due date by five (5) to allow adequate time to incorporate answers to questions posed by vendors given the Thanksgiving holiday break given the potential for the answers to significantly impact scope/cost?

*Response: We are on a tight deadline and unable to extend the submission date.*

**Question:** How and when is financial strength calculated in the tabulation if annual reports and financial statements are not submitted with the response? Are there two tabulations in the process before and after down selection? If so, can the criteria and weightings be shared?

*Response: We do not release evaluation criteria and weights.*

**Question:** The RFP states this needs to be submitted as one-sided? Everything I have read has stated it should be uploaded but is there also a hard copy requirement for the RFP?

*Response: Yes, your proposal should be one-sided. Please upload your proposal to the Procurement website, as stated in the RFP. A hard copy of the proposal is not required.*

**Question:** Can the institution confirm the following:

- Submission must be =< 25 Pages in total consisting of:
  - 8 Pages of Mandatory University Provided Schedules (Schedules A – D)
  - 17 Pages of Vendor Created Exhibits
- Can the institution clarify exactly what qualifies as a tab sheet and cover pages with examples?

*Response: The total page count of your proposal is limited to 25 pages, including all required documents, schedules and any optional material included at your discretion. Tab sheets and the cover pages do not count in the overall document count.*

**Question:** Can the institution confirm the following information should not be submitted with the RFP response and should only be submitted upon request and at a later date:

- Financial Reports / Independently Audited Financial Statements
- Client References
- Lost Accounts with Billings > \$25,000

*Response: As stated in the RFP, this information must be provided upon request.*

**Question:** What is the underlying data warehouse technology?

*Response: The underlying data warehouse technology in this setup is Ellucian Banner ODS (Operational Data Store), which serves as the foundation for data storage and management. Ellucian Banner ODS is the centralized repository for Banner ERP data. Operational data and Customer data are organized, normalized, and structured by nightly jobs and saved in ODS Oracle Database.*

Question: What systems does the Institution currently use or have available for their BI reporting tool, what technologies are available, and are there any integration software tools/standards the Institution owns that may be able to be used (or are preferred) for the project?

Response: *Yes, extracts are done nightly and loaded into our data warehouse via customized scripts. There are APIs Ellucian Data Collect and Ellucian Ethos also available for new projects.*

*Our current cloud-based system (Workday Adaptive Insights) relies on a number of data feeds from our ERP environment and primary financial accounting system (Ellucian Banner). Ellucian Banner has an Oracle DB backend, and we have a series of regular data feeds (ETLs) that occur via SQL extraction and orchestrated via a scheduling system we have called Appworx.*

*We have a nightly process that extracts data from Ellucian Banner and performs ETLs (Extract Transform and Load) into a data warehouse system we call the ODS (Operational Data Store), also based on Oracle, into longitudinal reporting systems such as IBM Cognos and PowerBI.*

Question: Can the institution detail and confirm the timing of all relevant sets of data and the frequency of data refreshes for each data set within the data warehouse?

Response: *General refresh schedule is nightly; we also support customized refresh schedule and near real time refresh schedule depend on the needs.*

Question: What technologies are owned, available, and does the Institution use for data integration, data movement, data transformation, automation of this data. If there are multiple tools leveraged can the Institution state what they consider aligned with their standards?

Response: *We own and use Ellucian Ethos, Data Connect, custom scripts, Rest or SOAP- based APIs provided by vendors to perform data integration, movement and data exchanges. Ellucian Banner ODS handles majority data transformation to normalize and structure operational data, making it report-ready for analytical purposes. Custom SQL scripts or stored procedures within the database will perform additional transformations specific to institutional needs.*

*Appworx is the Job Scheduling Tool we use to achieve the automation. PHP, PowerShell, or Bash scripts may be used for tailored automation tasks.*

*If multiple tools available, we will prefer the tools are seamlessly integrated with our current Ellucian products, complied with institutional security policies and data governance practices, support standardized protocols (e.g., REST, SQL, SFTP) and widely adopted in higher Ed community.*

Question: What resources and roles do the Institution plan to allocate to this project across IT, PMO, Budget and Finance, and the Colleges? What is the expected allocation on a total FTE basis?

Response: *3 fte in the budget office, IT and other efforts as necessary. Full engagement from the implementation partner is expected.*

Question: Can the institution please detail the specific use cases and who/# of users from the school of medicine will be involved/interact with in each use case?

Response: *The 35 users will enter data during budget development season. They will run reports and forecasts during the fiscal year and rely on dashboards to understand and present the financial standings of their unit. Labor planning is also needed.*

Question: Can the institution please detail and provide any additional potential systems (needers and feeders of data) specific to the school of medicine that may be used?

Response: *The expectation is for school of medicine to operate under the same financial planning systems and processes as the University.*

Question: Can the institution please provide examples of scenarios they expect or would like to run and who will be running the scenarios (central finance / colleges / departments / etc.) in the new system?

*Response: Currently we run tuition scenarios, inflationary increases, budget reductions, employment contracts/compensation changes etc for annual and forecasted budgets. The different scenarios will be run by central finance. Please present other scenario building capabilities supported by your system.*

*Question: Can the institution provide information related to how their budget model works regarding how they allocate budget/funds across the various colleges and operating units?*

*Response: WSU operates under an incremental budgeting model. However, please present on how your system will support more of an RCM based model.*

*Question: Is there a use case or certain functionality presented within Phase the institution would like prioritized and deployed within the next 3-6 months vs. December 2025?*

*Response: The annual budget development process.*

*Question: Can the institution provide more detail for each bullet listed under Phase I to help understand the level of detail, interaction, complexity, and scope to help accurately estimate the cost?*

*Response: WSU currently builds a budget for general and auxiliary funds. The goal is to add designated, endowment and grant funds. The reporting and forecasting is expected to be done at the high level by revenue/expenditure category (tuition and fees, state appropriations, indirect cost recovery, salaries, benefits, general expenses etc), as well as at the school/college/division and department level. Please check out the published budget books as a reference on the minimal required detail.*

[Budget Book - Office of University Budget - Wayne State University](#)

*Question: What are the current sheets/models, integrations & data flow, dimensions, accounts, available in the existing Adaptive system? Will this need to be retained during the next implementation?*

*Response: Yes, it is the expectation that current cube sheet with multidimensional intersections of data is retained if Adaptive is the chosen system. Below is some additional info on the current reporting structure:*

*Proposed Budget: displays proposed budget by fund code, account pool and adjustment category. Users select Fund-Org budget unit and can select their top level organization or drill into a lower level organization.*

*Proposed Budget with FOAP Detail: displays proposed budget by fund code, level, program and account pool with adjustment categories. Users can select Fund-Org. This report is set for FY2X proposed budget.*

*Budget Summary by Fund/Level/Program: displays budget by fund code, level and program, and includes rollups for level and program. Users select fund code and version.*

*Budget by Level/Fund/Program: displays level, fund and program with rollups. Users select the level rollup (top level or lower level in their structure).*

*Budget by Level/Fund/Account: displays level and account pools, the programs are rolled up. User selects fund code.*

*Budget by Level/Fund/Account/Program: similar to report above but with Program detail.*

*Budget by Level/Program/Account (Versions): displays level, program account pool and both baseline and working versions for FY2X and FY2Z. User selects fund code.*

*Question: Does WSU use driver-based planning processes today? If so, how many? What are examples of drivers used to plan?*

*Response: Main revenue and expenditure categories ((tuition and fees, state appropriations, indirect cost recovery, salaries, benefits, general expenses etc), as well as other campus initiatives as appropriate.*

Question: Are there specialized planning processes for the Medical School that may require additional data integrations such as an Electronic Health/Medical Records (EHR/EMR) system?

Response: *There are currently no processes in place.*

Question: Where does the multi-year historical data collection and analysis source data currently exist and how many years will need to be brought in?

Response: *Data is pulled out of Banner and stored into Excel for analytical work. 3-5 years worth of data is required.*

Question: What level of detail is required for the long range 5-10 year forecast? Is this meant to be a top-down centrally managed process or bottoms up managed by departments? What level of detail is required for the 5-10 year forecast? Is this meant to be an extension of the budget process at a high level of detail?

Response: *The immediate focus for the 5-10 year forecast is planning at the high level detail. However, the ultimate goal is for schools/colleges/divisions to utilize the tool for their long-term planning as well.*

Question: Will the 5-10 year forecast need to evaluate financial impacts on all 3 financial statements?

Response: *Yes, that would be a great addition to our current planning process.*

Question: Please detail out the initiative analysis process, is it currently captured in any system/tool today?

Response: *There is no standardized process that analyzes new initiatives. Excel is used to evaluate the potential financial impact of new programs.*

Question: Does WSU allow the utilization of offshore (outside of US/Canada) implementation resources?

Response: *This would need to be evaluated based on the agreement language.*

Question: Will WSU have a change management team (including a strategy lead and training lead) in mind for this engagement? If yes, what percentage of time will these roles be assigned to this engagement?

Response: *Budget office will lead this process with efforts from other parties as necessary. Percentage of effort will be determined based on the implementation needs.*

Question: Does WSU have the number of resources/FTEs on the internal team they expect to be involved throughout the project? Will WSU have a dedicated project manager in mind for this engagement? If yes, what percentage of time will the Project Manager be assigned to this engagement? Would WSU require the implementer to provide a project manager?

Response: *Budget office will lead this process with efforts from other parties as necessary. Please include the cost of a project manager. The need for one will be determined based on a better understanding of chosen system and its implementation.*

**Do not contact the Budget, Planning and Analysis or other UNIVERSITY Units directly as this may result in disqualification of your proposal.**

Thank you

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