JUDICIAL COUNCIL OF CALIFORNIA
HUMAN RESOURCES

QUESTIONS AND ANSWERS

HR-HREMS-2017-03-ML

Upgrade/Implementation of Oracle/PeopleSoft HCM v9.2

March 30, 2017

1.   We are a California Department of General Services ("DGS") certified microbusiness and a Certified DBE specializing in PeopleSoft implementation and upgrade services. However, as a small business, we are not a certified Oracle partner.

If our firm partners or subcontracts with an Oracle Certified vendor to respond to this RFP, would our joint proposal qualify for the small business preference? If so, is there a minimum level of participation for the DGS certified microbusiness or a DBE in the overall solution in order to receive the 5% preference?

ANSWER: If the Proposer's business is a qualified small business, it will receive the small business preference. The score assigned to the Proposer's proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal.

As stated in Attachment 5, Small Business Declaration, the Proposer must complete Section 1, question 3 and subparts A-C as it relates to the subcontractor. Also, submission of a proposal claiming small business and subcontracting any portion of the work is not a "joint proposal".

2.   Are you planning to have presentations of some type with the upgrade approach being discussed?

ANSWER: Presentations will take place once a vendor and the proposed approach (as provided in section 7.f of the RFP) has been selected.

3.   What is the budget for this project?

ANSWER: The Judicial Council is not disclosing the budget at this time.

4.   Does the Council expect upgrade activities to occur on Council infrastructure, or should we propose a Lab Upgrade (infrastructure hosted in the Cloud)?

        ANSWER: Upgrade activities will occur on Judicial Council infrastructure.

5.   Our understanding is that JCC wants the bidder to deliver a number of key strategy documents e.g. Data conversion, Test strategy, Change, Business continuity plans. Would JCC be hoping to leverage a consulting organizations' existing sample strategy documents as a starting base and to tailor to fit JCC specifics in order to minimize time and cost?

        ANSWER: Yes, this is reasonable as long as it is customized to fit the Judicial Council's needs and requirements.

6.   Would JCC be open to adopting a solution based on pre-configured, best practice design and configuration (with minimal customizations) that have been deployed at other customer sites already?

        ANSWER: No. At this time, this does not fit the Judicial Council's business needs.

7.   Page 3 of the "HR-HREMS-2017-03-ML-RFP.docx" states "Completion of the project within the agreed upon budget, scope, and schedule of approximately 15 months in its entirety".

        Does the phrase "in its entirety" include deliverables such as PeopleSoft delta training for the JCC personnel at the start of the project? Is the stabilization period inclusive or exclusive of this 15 month period? Does JCC as an organization have a standard on what length of time is a reasonable period for System Stabilization?

        ANSWER: The 15 months was just a high level estimate – The Judicial Council is not committed to that exact time frame and was not inclusive of the system stabilization period. The Judicial Council considers 3 months a reasonable period for System Stabilization.

8.   What is JCC's appetite for risk?

        ANSWER: Please refer to Appendix A, "Upgrade and Implementation Support Requirements," Section 1.6, "Final Acceptance."

9.   When JCC deployed v9, was it a big-bang go live or a staggered go live?

        ANSWER: The Judicial Council's upgrade from version 8.3 to version 9.0 was "big-bang."

10. How well has JCC handled change previously as it impacts employees and managers

    ANSWER: Implementing business process changes tend to be a challenge. System changes are typically well received.

11. How many different bargaining agreements require automation in PeopleSoft Time& Labor?

    ANSWER: Please refer to RFP Section 1.0 Background Information, items 1.2 and 1.3.

12. Would you be expecting the bidder to use UPK for training material creation to support PSFT v9.2?

    ANSWER: It is not required, but is welcomed.

13. Does JCC have a firm view on the percentage of time that the bidder should be on site?

    ANSWER: No.

14. Particular project phases that JCC require the bidder to be on site?

    ANSWER: It will vary, but the Judicial Council expects some onsite assistance at each phase of the project.

15. The provided documents indicate that off-shore resources must be pre-approved. Can you please explain the process a bidder must follow to gain approval to leverage off-shore resources?

    ANSWER: Due to the personnel and personal information contained in our system for elected and appointed officials, as well as employees, work conducted off shore related to this Judicial Council project will not be accepted.

16. The documents make a distinction between on-site and off-site resources. Is it acceptable for "out of country" off-shore resources to be utilized "on-site" or do on-site resources need to be US workers?

    ANSWER: The Judicial Council does not require on-site resources to only be U.S. workers, however all resources assigned to the project must possess employment eligibility or authorization to work in the United States.

17. Does the current installation support / require support for Unicode?

    ANSWER: Yes.

18. Does the current installation support multiple languages (eg. English only) or are other languages installed?

    ANSWER: English only.

19. Has there been a review of Infrastructure requirements for upgrade and post upgrade? Covering items like servers, storage etc. or is it expected in scope of this proposal?

    ANSWER: The Judicial Council expects it to be in the scope of the proposal with any recommendations.

20. Does the customer expect to go-live with the latest release version "at the start of the project" or is ongoing patching expected during the project to make it as current as possible at the time of go-live?

    ANSWER: Ongoing patching is expected during the project to make it as current as possible at the time of Go-Live.

21. Has JCC defined an approach to PeopleSoft 9.2 maintenance post go-live? (using Selective Adoption, PUM, etc.) Is defining the go-forward maintenance strategy considered part of the project scope?

    ANSWER: No, JCC has not yet defined a maintenance approach to PeopleSoft 9.2.
    Yes, the defining a maintenance strategy is considered part of the project scope.

22. Please clarify the requirement in section 7.e for partner certification. Which certification(s) is required? Bart & Associates' currently has an Oracle Gold partnership and has a staff of certified consultants in specific curriculum, is this acceptable to meet the requirement?

    ANSWER: Yes, Oracle Gold certification will be considered.

23. (Human Resources) Are you using all employee types ex. CWR, POI, Emp?

    ANSWER: Yes.

24. (Human Resources) If unionized, what kind of union rules have been accommodated?

    ANSWER: Please refer to RFP Section 1.0 Background Information, items 1.2 and 1.3.

25. (Human Resources) Do you use Contract Pay?

    ANSWER: No.

26. (Human Resources) Do you use Multiple Jobs?

    ANSWER: No.

27. (Human Resources) Do you use reports to position or Supervisor?

    ANSWER: Judicial Council uses "reports to position".

28. (Human Resources) What percentage customizations and complexity?

    ANSWER: 20% | Refer to Attachment 8 – Additional Technical Information.

29. (Position Management) Are you using full Position Management or Partial?

    ANSWER: Partial.

30. (Position Management) What percentage customizations and complexity?

    ANSWER: 15% | Refer to Attachment 8 – Additional Technical Information.

31. (Position Management) Does Position Management control Job Date or are there any overrides?

    ANSWER: Yes.

32. (Performance Management) Is the intention of using Performance Management to all population or only partial population?

    ANSWER: Implementation will only cover partial population, approximately 700 users.

33. (Performance Management) Performance Management works well with Profile management in brings skills to performance document to rate them, are you planning to implement Profile management too?

    ANSWER: The Judicial Council is open to implementing it if it is part of the proposed solution.

34. (Performance Management) What kind of Performance Management documents are you planning to use? Is it based on Annual review or do you want it to interface to Core HR based on annual evaluation salary merit increases?

ANSWER: The Judicial Council currently uses Self Evaluation, Performance Reviews, Performance Improvement Plans and Letter of Warning documents.

Performance Reviews are conducted annually on an employee's anniversary date.

Reviews are tied to merit salary increases, so integration with Core HR is ideal.

35. (Recruitment) What percentage of delivered functionality are you using and how much of functionality customized to fit your needs?

ANSWER: The Judicial Council is using 60% delivered functionality (estimate); and about 40% of functionality is customized (estimate).

36. (Recruitment) Would you like to use more out of the box functionality that is not being used currently?

ANSWER: Yes, if it fits Judicial Council business needs.

37. (Recruitment) Profile Management interfaces with Recruiting solutions in terms of Job opening, would you like to use it?

ANSWER: The Judicial Council is open to using Profile Management.

38. (Recruitment) What percentage customizations and complexity?

ANSWER: An estimated 40% has been customized.

39. (Fluid Technology) Would you like to convert any customizations to Fluid Technology?

ANSWER: Yes.

40. (Fluid Technology) Are you planning to use on delivered ESS and MSS transactions in Fluid?

ANSWER: Ideally, yes.

41. (Interfaces) How many Interfaces Outgoing and Incoming?

ANSWER: Please refer to Attachment 8 – Additional Technical Information.

42. (Time & Labor) Could you give a high level description of current time collection process from capturing of time, processing and cutting a paycheck?

ANSWER: Currently, timekeeping is completed on paper timesheets each month, filled out by the employee and signed by the direct supervisor/manager then mailed to Human Resources. The Judicial Council conducts exception timekeeping: 95% percent of employees are salaried, and only time off taken is noted on the timesheets. 5% are hourly, intermittent and note total hours worked, per day, on a monthly basis. These hours are then manually entered in to our California State Leave Accounting system where the hours are deducted from the employees leave balance and then transmitted to the State Controller's Office payroll system for paychecks.

43. (Time & Labor) How many active employees are there and are non-employees/temp tracked in Time and Labor?

ANSWER: As of March 27, 2017, the Judicial Council had 1,727 active employees. Contingent workers will not be tracked in Time and Labor.

44. (Time & Labor) Do you capture summary of hours per day or capture /report punch time (like In, Break, Meals, Transfer and Out)?

ANSWER: Time is tracked per day on a monthly basis. There are no punch time processes.

45. (Time & Labor) Do different departments/agencies have different tracking mechanism?

ANSWER: No.

46. (Time & Labor) Do you have staff such as time keepers, whose specific job duties are collecting and post time? How are the job duties expected to change with T&L implementation?

ANSWER: There are Human Resources staff where part of their role is collecting and processing timesheets and they enter any exceptions to standard work hours in our payroll system.

It will automate and streamline their workload. Time & Labor will not interface our payroll system - but it is Judicial Council's desire that a report will be generated from Time and Labor that will be able to be uploaded in to the State's payroll system to assist in streamlining staff data entry.

47. (Time & Labor) When rolling out the new Time capturing (Web based), do you anticipate the vendor to provide user training at various locations or vendor to provide training to super users/trainer with "Train the Trainer" approach?

    ANSWER: Judicial Council prefers the Train the Trainer approach.

48. (Time & Labor) What types of leave plans does the company have? – sick, vacation, PTO, Comp Time, STD, LTD, Military, Floating, any other?

    ANSWER: Please refer to Attachment 8A – Addendum Minimum Functional Requirements.

49. (Time & Labor) Do you use work schedules?

    ANSWER: Yes, we have work schedules. Currently work schedules are predominantly tracked manually, however we hope to automate the process with the new module/version upgrade.

50. (Time & Labor) Any audit of time reporting requirements?

    ANSWER: Yes, every month the hours are manually validated against paper records.

51. Will the California Judiciary allow for use of offshore labor for any portion of the delivery of services? If so will this require prior approval or will blanket approval be given to all vendors submitting a response?

    ANSWER: Due to the personnel and personal information contained in our system for elected and appointed officials, as well as employees, work conducted off shore related to this Judicial Council project will not be accepted.

52. Will the California Judiciary consider a one week extension to accept responses by April 14th, 2017?

    ANSWER: Yes.

53. In Section **2.0 DESCRIPTION OF GOODS AND/OR SERVICES** of the RFP on Page 3, it states "Completion of the project within the agreed upon budget, scope, and schedule of approximately 15 months in its entirety". While on page 5 in Section **3.0 TIMELINE FOR THIS RFP** it lists a Contract start date (estimate only) of May 8, 2017 and a Contract end date (estimate only) of May 7, 2018, which implies a 12 month timeline. Is the project expected to be completed in 12 months or 15 months?

ANSWER: 15 months was a suggested estimate – we are not committed to this time frame. Judicial Council initial contracts are 1 year with an option to extend based on the selected vendor approach.

54. Are the three different system approaches detailed on page 7 in Section **7.0 Proposal Contents, f. Proposed Method to Complete the Work** expected to be completed in the same amount of time (e.g. 15 months)?

    ANSWER: There is no set timeframe commitment and timeframe will be based on vendor's proposed approaches.

55. On page 7 of the RFP, in Section **7.0 PROPOSAL CONTENTS**, it states "c. For each key staff member that will work on this project: a resume describing the individual's background and experience, the individual's ability and experience in conducting the proposed activities (including their specific PeopleSoft modules expertise), if they will be assigned part-time or full-time." Are the positions listed in the Cost Workbooks on tab **C-3? Labor Rates** the Key Personnel that require resumes or are the top 9 resources listed in **Attachment 9** the Key Personnel that require resumes?

    ANSWER: The positions listed in the Cost Workbook, tab 3 Labor Rates are the key personnel requiring resume submissions.

56. Are there any requirements (e.g. years of experience, degree, certifications, etc.) for the Key Personnel?

    ANSWER: We do not have any minimum qualification requirements.

57. Is it possible for the Judicial Council to provide a listing of all the external interfaces for the PeopleSoft system? Also, what data transfer methods are used for the existing interfaces?

    ANSWER: Please refer to Attachment 8 – Additional Technical Information.

58. Are there certain periods (days, weeks, or months) when the designated Judicial Council resources are definitely unavailable for project support? If so, please specify.

    ANSWER: In general, please assume no weekends or the below holidays:

Holiday	2017
New Year's Day	Monday, Jan 2
Martin Luther King, Jr. Day	Monday, Jan 16
Lincoln's Birthday	Monday, February 13
Washington's Birthday	Monday, February 20
César Chávez Day	Friday, March 31

Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veterans Day	Friday, November 10
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Day	Monday, December 25

59.   How is data captured into the existing timekeeping, leave balance, and performance management systems? How do these systems interface with PeopleSoft currently?

ANSWER: Currently, timekeeping is completed on paper timesheets each month, filled out by the employee and signed by the direct supervisor/manager then mailed to Human Resources. The Judicial Council conducts exception timekeeping: 95% percent of employees are salaried, and only time off taken is noted on the timesheets. 5% are hourly, intermittent and note total hours worked, per day, on a monthly basis. These hours are then manually entered in to our California State Leave Accounting system where the hours are deducted from the employees leave balance and then transmitted to the State Controller's Office payroll system for paychecks. These systems do not interface with our PeopleSoft system and currently, payroll and leave information is not maintained in PeopleSoft. It is our goal to replace the paper timesheet process with Time and Labor and replace the California State Leave Accounting system with Absence Management. Time and Labor and Absence Management will **NOT** interface with our State Controller's Payroll system, which the Judicial Council will continue to utilize for payroll needs. It is the Judicial Council's goal to instead have reports generated for upload in to the State's Payroll system (SCO).

The Judicial Council's performance management process is manually tracked and paper-based. PeopleSoft is utilized to calculate performance review due dates based on an employee's anniversary date and to send email reminders to staff.

60. How is data captured into the existing timekeeping, leave balance, and performance management systems? How do these systems interface with PeopleSoft currently?

ANSWER: Same as above – repeat question.

61. Do any, or do all, of the positions for this work require citizenship?

ANSWER: All resources assigned to the project must possess employment eligibility or authorization to work in the United States.

62. The due date for this response is currently April 7th. We were not notified of this opportunity until Tuesday, March 21st, from the email announcement from the JCC's solicitation email blast. We request a minimum of one week (April 14th) extension to allow us to provide a proper and complete response.

ANSWER: Yes. Response due date has been extended to April 14, 2017.

63. Attachment 2 – Standard Terms and Conditions – Section C General Terms and Conditions – item 1.5.b.iii – Can we receive approval to leverage our remote resources in development efforts related to this upgrade related project?

ANSWER: Due to the personnel and personal information contained in our system for elected and appointed officials, as well as employees, work conducted off shore related to this Judicial Council project will not be accepted.

64. Appendix B – Tab A-4 Payment Schedule – As long as the total in column D equals to 100% can vendors adjust the percentage allocation to match up more in line with effort delivered?

ANSWER: No.

65. Please describe your current time collection process and how this information gets into Payroll.

ANSWER: Currently, timekeeping is completed on paper timesheets each month, filled out by the employee and signed by the direct supervisor/manager then mailed to Human Resources. The Judicial Council conducts exception timekeeping: 95% percent of employees are salaried, and only time off taken is noted on the timesheets. 5% are hourly, intermittent and note total hours worked, per day, on a monthly basis. These hours are then manually entered in to our California State Leave Accounting system where the hours are deducted from the employees leave balance and then transmitted to the State Controller's Office

payroll system for paychecks. These systems do not interface with our PeopleSoft system and currently, payroll and leave information is not maintained in PeopleSoft. It is our goal to replace the paper timesheet process with Time and Labor and replace the California State Leave Accounting system with Absence Management. Time and Labor and Absence Management will **NOT** interface with our State Controller's Payroll system, which the Judicial Council will continue to utilize for payroll needs. It is the Judicial Council's goal to instead have reports generated for upload in to the State's Payroll system (SCO).

66.   Please specify the various methods that will be used for capturing time. i.e. Web-Based (PeopleSoft), Elapsed, Punch clock, Biometric Scanner, Badge scanner, paper timesheets, etc.

        ANSWER: Web-based PeopleSoft with an option for paper timesheets.

67.   Describe all of the specific time codes that will be used in recording time in the system, including any recorded hours for unpaid time, such as Unpaid Sick, Unpaid Vacation.

        ANSWER: Please refer to Attachment 8A – Addendum Minimum Functional Requirements.

68.   Will employee work schedules be maintained within PeopleSoft Time and Labor? If so, please give examples of the some of the complex schedules.

        ANSWER: Yes, work schedules will be maintained within PeopleSoft Time and Labor. Examples of complex schedules include, but are not limited to, tracking of 9/80 schedules. The 9/80 compressed work week consists of eight 9-hour days and one 8-hour day with one day off every two weeks. Since monthly pay periods are based on a standard five-day work week, 9/80 compressed work week schedules can result in a difference of hours worked from pay period to pay period depending on the day of the week a monthly pay period begins and ends. Therefore, any hours worked over or under the required hours are called "excess hours" and "deficit hours". These hours are recorded and balanced on the employees leave record at the end of each pay period. The purpose of maintaining records on excess and deficit hours is to avoid any impact a 9/80 compressed work schedule could have on an employee's paycheck.   A second complex example is a part-time employee who works 20 hours a week. Our current system tracks that employee working 4 hours per day for 5 days. But in reality the employee works 5 hours per day for 4 days. When the

69.   Will time entered in Time and Labor need to be allocated to specific accounting, project costing or work order type elements? If so, please describe how your costs codes are structured and how they need to be assigned to the time reported by employees.

ANSWER: Yes. Currently, it's managed by department codes.

70.   Can you please specify <u>all</u> time related business rules that need to be accounted for in this implementation? For example, please describe overtime calculations, shift differentials, unique union time calculation rules, Comp Time calculations, holiday work rules, etc.

ANSWER: Overtime is applied to any hours worked over 40 hours in a workweek. All hours worked in a given workweek (not including paid leave time taken) will be counted when determining eligibility for overtime compensation. Part-time and intermittent employees in nonexempt classifications will be paid at a straight time rate for any additional hours worked in excess of their normal work schedule, up to 40 hours in a workweek. Hours worked in excess of 40 hours in a workweek will be compensated at a rate of time and one-half. Nonexempt employees who work overtime are entitled to overtime compensation in cash at the rate of time and one-half, unless they agree in advance to work for compensating time off (CTO), also at the rate of time and one-half. Regular Shift Differential can be "locked-in" (i.e., included and calculated in the salary total for regular pay) to an employee's payroll record in the State Controller's office system.

71.   Please describe the current pay cycles.

ANSWER: We have monthly pay cycles.

72.   Will time be approved? If so, what is the desired procedure for approving employee time?

ANSWER: Yes, time will be approved; however, full business requirements have not been determined.

73.	Please specify the total number of active employee records currently maintained on PeopleSoft HRMS (actives, leaves of absence, paid leaves/terminations and suspended employees).

ANSWER:	As of 3/27/2017 – current accurate active headcount is: 1,727

74.	How many different entitlements are going to be constructed in AM? Please list the various entitlements and any criteria for eligibility, application, calculation, formulas, limits, balances, different accrual rates, etc. (FMLA, Unpaid Leave).

ANSWER:	Please refer to Attachment 8A – Addendum Minimum Functional Requirements.

75.	List of Holidays and any rules associated with entitlement? How are holidays handled if someone works during the holiday? How are holidays handled if someone is already on leave?

ANSWER:	A list of California court holidays can be found at: http://www.courts.ca.gov/holidays.htm . If an employee works on a holiday, they are paid for the holiday and receive overtime pay. Overtime can be either cashed out or compensating time off, depending on the employees election. In regards to holiday pay for someone on leave, it depends on the type of leave the employee is using. If the employee is on disability leave, they are paid for the holiday. If they are on an unpaid leave they will not be paid for the holiday.

76.	How are the employees grouped in AM and what entitlements are each group entitled?

ANSWER:	Currently, Employees are grouped as "Exempt," "Non-Exempt," and "Temporary Intermittent."

77.	From what date is your entitlement accrual measured (based on a calendar year, fiscal year, anniversary date, etc.) and how do the year end unused entitlements get handled? (carryover limits, use or lose).

ANSWER:	Leave accruals are accrued monthly up to the maximum rates allowed, and increase based on years of California state service.

78.	Are there any limits on the time allowed away from work for a single absence? Any absence duration restriction for retaining employment?

ANSWER:	There is currently no limitations on excused absences, however, unauthorized absences from work or excessive absenteeism or tardiness may become a performance issue.

79. Is there an approval needed for entitlement? Supporting documentation?

ANSWER: Approval and supporting documentation varies based on the leave type.

80. How complex are your work schedules? Give an example of each schedule and identify how many schedules exist and how the schedules affect entitlements.

ANSWER: Examples of complex schedules include, but are not limited to, tracking of 9/80 schedules. The 9/80 compressed work week consists of eight 9-hour days and one 8-hour day with one day off every two weeks. Since monthly pay periods are based on a standard five-day work week, 9/80 compressed work week schedules can result in a difference of hours worked from pay period to pay period depending on the day of the week a monthly pay period begins and ends. Therefore, any hours worked over or under the required hours are called "excess hours" and "deficit hours". These hours are recorded and balanced on the employees leave record at the end of each pay period. The purpose of maintaining records on excess and deficit hours is to avoid any impact a 9/80 compressed work schedule could have on an employee's paycheck. A second complex example is a part-time employee who works 20 hours a week. Our current system tracks that employee working 4 hours per day for 5 days. But in reality the employee works 5 hours per day for 4 days. When the employee reports time off we manually adjust the hours to match the work schedule in our existing system.

81. What types of performance evaluations do you plan to automate (Annual Review, Mid-year review, new hire evaluations, personal improvement plans, etc.)?

ANSWER: Please refer to Attachment 8A – Addendum Minimum Functional Requirements.

82. Explain your performance process as it stands today from setting organizational goals, to setting employee goals and completing and tracking end results?

ANSWER: Organizational goals are set at the executive level. Office directors are responsible for setting unit goals that advance the overall organizational goals. Employee goals are established on an annual basis, at a minimum. In collaboration with their supervisors, employees identify the goals they will work to accomplish in the following year during their performance appraisals. The supervisor and employee revisit the performance goals on occasion throughout the next performance review cycle and

determine if they are on track. When the performance review is due again, the employee is evaluated on their successful completion of the goals that were set at the start of the review period. At that time, the supervisor and employee establish new goals for the next review period.

83.   Explain the differences that exists in performance review process in different areas of your organization?

ANSWER: Currently, there are two differences that exist in our performance review process. First, there is a single review form that is used but some questions only apply to employees who are supervisors or above. Second, executive level positions are not required to undergo performance reviews. However, the supervisors of executives reserve the right to require them to do so, if they determine it is warranted.

84.   Are performance reviews tied to compensation increases? If yes, is the compensation changes included in the scope of ePerformance as it is handled in PeopleSoft utilizing eCompensation.

ANSWER: Yes, performance reviews are tied to compensation increases; however, we do not currently utilize eCompensation.

85.   Are your performance cycle done annually or on anniversary?

ANSWER: Performance Cycle done on Anniversary Date.

86.   Meeting current Proposal submission date of 7-Apr-17 is difficult considering that the response to the questions will come only by 31st march. We request you to consider extending this date by 2 weeks.

ANSWER: RFP submission date has been extended to April 14, 2017.

87.   In Attachment 8, page 3 provides a table of custom and customized objects. Please provide the split between Custom (new objects created by you) and Customized (PeopleSoft delivered objects that have been modified by you). Objects for each object type.

ANSWER: Formal documentation does not exist, however, an estimated 20% are new objects and 80% are customized.

88. Would the council provide the services of its current Database Administration team for handling all the DBA responsibilities for this project?

ANSWER: No.

89. Would the council provide PeopleSoft Administration Support (PSADMIN) for handling all the PSADMIN responsibilities for this project?

ANSWER: No.

90. Can you provide us the details of Business Requirements for the implementation of new modules (ePerformance, Time and Labor, Absence Management)? We need this information for doing effort and cost estimation of the implementation work.

ANSWER: Please refer to Attachment 8A – Addendum Minimum Functional Requirements.

91. We saw where you provided some of your Custom Objects; however, in order to provide an accurate proposal/bid for your Upgrade/Implementation project, could you please provide the following information:

3rd Party Objects	Modified	Bolton
SQR	x	x
COBOL	NA	NA
Crystal	NA	NA
nVision	NA	NA
PeopleTool Objects	Modified	Bolton
Index	x	x
Translate	x	x
Mobile Page	NA	NA
HTML	x	NA
URL Definition	NA	x
Business Process	x	x
Activity	x	x
Component Interface	NA	x
Business Interlink	NA	NA
File Layout	NA	x
Application Packages	x	NA
Images	NA	x
Style Sheet	NA	x
Messages	x	x

Web Services	NA	NA
Role	x	x
Permission Lists	x	x
Process Type	NA	NA
Message Catalog Entry	x	x

ANSWER: Table completed. See above.

92.   Could you please list how many resources Judicial Council will have on the project per the below resource chart:

Client Resources			
Role	**Quantity**	**Availability**	**PeopleSoft Experience**
Project Manager		%	
Functional Analyst		%	
Technical Developer		%	
DBA		%	
System Administrator		%	

ANSWER: Please refer to Attachment 9: Estimated HREMS Project Resources

93.   Would the Judicial Council be open to pushing back the due date of the RFP from April 7th to April 14th? This would help greatly in the quality of the responses.

ANSWER: Yes. Date has been extended to April 14, 2017.
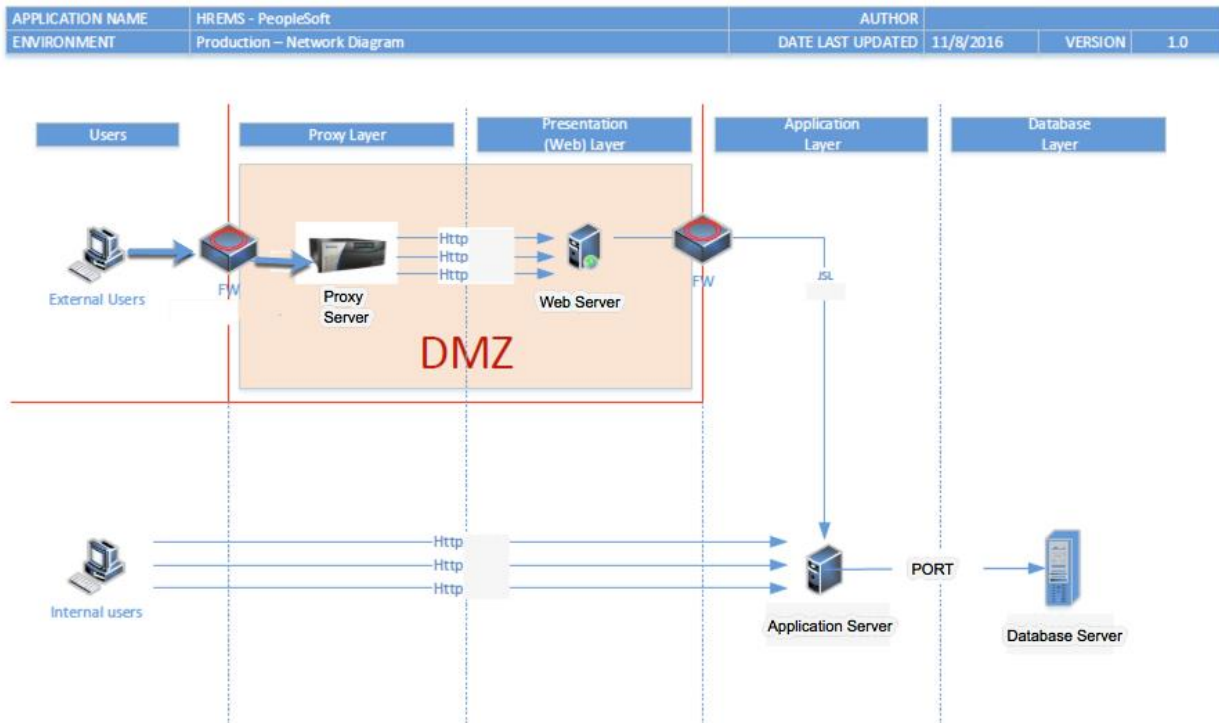
94.   In terms of offshoring, many public sector entities do not allow the use of offshoring as it creates a substantial data security issue. We have worked in many California public sector engagements and very few of them allow the use of offshoring. Can you please elaborate the requirements around offshoring of the Judicial Council's Human Resource data?

ANSWER: Due to the personnel and personal information contained in our system for elected and appointed officials, as well as employees, work conducted off shore related to this Judicial Council project will not be accepted.

95. Are there any Crystal to BI conversion required as part of the upgrade?

ANSWER: No.

96. Any customization done to delivered AWE processes?

ANSWER: Yes, but only some.

97. Based on the information shared under "Attachment-8-Additional-Technical-Information.docx" - is it safe to assume there are NO PeopleSoft IB related integration points?

ANSWER: That is correct. There is no PeopleSoft IB related integration points.

98. Total number of active users?

ANSWER: As of 03/27/2017, the active users count is: 1,727

99. Any customizations in SQR's/COBOL?

ANSWER: No to COBOL; but yes to SQR, however, only some.

100. Count of Custom SQR and COBOL files?

ANSWER: Approximately 5 custom SQR's. No COBOL.

101. Is Current 9.0 DEMO and Production in sync with patches and Maintenance Packs?

ANSWER: Yes.

102. Is the production database RAC?

ANSWER: No.

103. Is there any windows server and what is the OS version?

ANSWER: No.

104. Are the webserver load balanced in production and whether they are using external load balancer?

ANSWER: No.

105.   Can we get a landscape diagram of PeopleSoft environment?

ANSWER: Yes, please see below image:

APPLICATION NAME	HREMS - PeopleSoft	AUTHOR			
ENVIRONMENT	Production – Network Diagram	DATE LAST UPDATED	11/8/2016	VERSION	1.0

106.   Number of Application servers, Process Scheduler servers and Web servers used?

ANSWER: The Judicial Council currently maintains 4 Environments: 1 Production environment, 2 Non Production/development environments and 1 Demo environment.

The Production environment contains: 1 application server, 1 process scheduler, and 3+ web servers.

Both Non-Production environments and the Demo environment each contain: 1 application server, 1 process scheduler, and 1 web server

Total Application Servers is 4. Total Process Schedulers is 4. Total Web Servers is 6+.

107. Any performance bottles necks in the current system?

ANSWER: No.

108. Are there any third-party software used for scheduling batch process like Control M etc.?

ANSWER: No.

109. Any monitoring system configured? – like foglight etc. Might require reconfiguring after upgrade.

ANSWER: No.

110. Are all the non-production environment mirrored?

ANSWER: Hardware is similar but not identical; Software is 99% mirrored.

111. Any constraints for Go-live?

ANSWER: None known at this time.

112. Are you planning to implement elastic search functionality?

ANSWER: It has not been determined at this time.

113. Is Verity Search enabled?

ANSWER: Yes.

114. What is current the Maintenance packs level?

ANSWER: Version 9, Bundle 16.

115. What is the current tax level?

ANSWER: No Payroll utilized in our system.

116. Are you open to using offshore-based consultants for any of the tasks related to this project?

ANSWER: Due to the personnel and personal information contained in our system for elected and appointed officials, as well as employees, work conducted off shore related to this Judicial Council project will not be accepted.

117. Approximately how much integration is planned to be implemented along with the new modules like Absence Management, e-Performance and Time&Labor?

ANSWER: There will be no integration and interfaces with external systems.

118. Is the Position Management that is implemented 'Full' or 'Partial'?

ANSWER: Partial Position Management is implemented.

119. Are there any plans to use Time collection devices for capturing time?

ANSWER: No.

120. Are there employees who work in different shifts or work timings?

ANSWER: Please refer to Attachment 8A – Addendum Minimum Functional Requirements.

121. Assuming external sites are configured for Candidate Gateway, what is the approximate number of online applications received in a day or say in a month?

ANSWER: In fiscal year 2015/2016, approximately 700 applications were initiated via Candidate Gateway.

122. How many years of historical data is planned to be loaded/migrated to PeopleSoft HCM (if there is a plan) for the new module implementation (Absence Management, e-Performance and Time&Labor) from the current system?

ANSWER: No historical data is needed to be loaded/migrated to ePerformance or Time and Labor. Some historical data may need to migrate to Absence Management.

123. How many times employee performance review process happen in a year?

ANSWER: Primarily, once a year per employee on their anniversary date.

124. Any customizations done in Job Data?

ANSWER: Yes.

END OF QUESTIONS AND ANSWERS