



Enterprise Resource Planning Modernization – Software Implementation

REQUEST FOR PROPOSAL – VENDOR QUESTIONS & RESPONSES

Uploaded: September 8, 2025

Final Vendor RFP Responses Due: Friday, September 26, 2025, by 5:00 PM ET

Email responses to RFR@bphc.org with “ERP SI RFP Response” in subject.

The following includes responses to all questions received from vendors up to the extended August 29th vendor question deadline. There are no changes to the Request for Proposal (RFP) document or RFP Attachments 1 and 2 published on Monday, August 25th.

1. Are there any size limitations for attachments submitted via email?

BPHC adheres to Microsoft 365 Outlook’s maximum message size of 25 MB.

2. Can BPHC confirm if the project can include offshore resources?

All project resources need to be located in the United States.

3. Does BPHC have a project budget that can be shared?

BPHC has a dedicated budget for this implementation but will not share that budget range during this procurement process.

4. Can BPHC clarify if you are expecting a fixed price or time and materials contract for implementation or if you are open to either construct?

For the immediate purpose of this proposal submission, BPHC requests that Vendors submit their initial cost proposal for implementation using the Cost Proposal Submission template attached to this RFP which is based on roles’ specific rates and hours. BPHC will be open to discussing different contract options (including fixed price or time and materials) later in the procurement process.

For the managed services cost proposal, Vendors still have the option of submitting that as per hour or flat rate pricing.

5. Are there any outcomes from your current readiness activities that can be shared to further inform RFP responses?

At this stage, vendors should base their proposals on the contents of this RFP as well as the attached ERP Software Solution RFP which includes requirements and use cases for this new solution in Sections IV and V. BPHC will continue its readiness activities throughout this

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procurement, and share further details if they will help inform best and final offers and contract scoping.

6. Does BPHC allow offshore resources for technical development?

All project resources need to be located in the United States.

7. What population of workers are paid weekly, bi-weekly, monthly, bi-monthly?

BPHC runs one weekly payroll for all employees.

8. How many off-cycle pay periods are generated each month?

Off-cycle pay periods are very infrequent since all employees are paid on a weekly basis.

9. Do you need to be able to transfer positions by cost center or fund or project or other? If yes, individually or in mass?

BPHC will need to be able to transfer positions for any of those options as circumstances dictate. Given BPHC's typical scenarios for doing such a transfer, individual transfers are more common, but mass transfers could occur.

10. Please provide key blackout periods that BPHC has in the calendar year.

BPHC does not have any formal blackout periods in the calendar year. The preference will be to avoid major implementation milestones around federal holidays. It will work with the selected SI vendor to refine their implementation project plan to accommodate any other obligations that may need to be navigated by the implementation schedule.

11. How many years of "historical data" need to be migrated?

See *RFP Section III's* subsections on data conversion scope. Those sections specify the number of years for both HCM and Finance data conversion.

12. How many custom reports or dashboards are in use today that must be replicated?

In moving to a new system, BPHC intends to define fresh reporting requirements. See *RFP Section III* for more standard reporting needs (e.g., financial statements).

13. Do you maintain a formal org chart, and how is it updated today?

BPHC maintains an org chart manually, with some structure within the HCM ADP system.

14. Can you share details on your current Chart of Accounts structure (e.g., number of segments, segment values, etc.)? Are you looking to retain any of those elements with the new Chart of Accounts?

BPHC is not intending to replicate its current Chart of Accounts (CoA). The type of salary, benefits management, etc., will need to be a key consideration in developing a new CoA due to a variety of factors, particularly abiding by Union and Non-Union structures. For non-personnel expenses BPHC is looking to minimize the number of available CoA options. BPHC intends to reduce complexities found in its current CoA as it migrates to this new solution.

15. Will BPHC consider OMNIA Partners instead of ITS75 to open solicitation to a wider group of Workday Certified Implementation Partners?

BPHC has decided to remove being on the ITS75 contract vehicle as a qualification for SI Vendors. Please see the updated Request for Proposal with revised vendor qualification requirements and instructions for submitting public sector past performance published on August 25th.

BPHC encourages vendors to include recommendations of a contract vehicle that BPHC could use and benefit from when contracting with the SI vendor.

16. Does the Prime have to be a Workday Certified Implementation Partner if they are on ITS75?

The prime vendor needs to be a Workday Certified Implementation Partner.

17. Does a Workday Certified Implementation Partner have to be on ITS75 if they partner with a Prime that is on ITS75 but not a Workday Certified Implementation Partner?

The prime vendor needs to be a Workday Certified Implementation Partner.