



FAYETTEVILLE PUBLIC WORKS COMMISSION

PROCUREMENT DEPARTMENT

<https://www.faypwc.com/bids/>

**Bid Addendum**

**PWC Number:** 2223063

**Bid Title :** Oracle Fusion Cloud System Integrator Services

**Bid Opening Date and Time:** September 15, 2023, at 2:00 p.m.

**Addendum Number:** 6

**Addendum Date:** September 1, 2023

**Procurement Advisor:** *Shelby Lesane*

[Shelby.lesane@faypwc.com](mailto:Shelby.lesane@faypwc.com) 910-223-4429

1. Return one properly executed copy of this addendum with bid response or prior to the Bid Opening Date/Time listed above.
  
2. Following pages are questions received about the solicitation and the SME's answers to the questions.

**Failure to acknowledge receipt of this addendum may result in rejection of the response.**

Check ONE of the following options:

- Bid has not been mailed. Any changes resulting from this addendum are included in our bid response.
- Bid has been mailed. No changes resulted from this addendum.
- Bid has been mailed. Changes resulting from this addendum are as follows:

**Execute Addendum:**

**Offeror:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Name and Titled (Typed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Questions & Answers for PWC2223063 Oracle Fusion Cloud System Integrator Services

1. Can PWC share the existing enterprise structure which has been implemented in Oracle EBS?

- # of Primary Ledgers

**Answer: 1**

- # of Secondary Ledgers

**Answer: 0**

- # of Legal entities

**Answer: 1**

- # of Operating Units

**Answer: 1**

- # of inventory orgs

**Answer: 14**

2. How is PWC presently performing the customer billing for non-utility customers? Are the customer bills loaded from a 3rd party application or are the invoices directly created in Oracle?

**Answer:** The invoices are entered directly into EBS.

3. How are the collections for non-utility customer being handled? Is PWC using the Oracle collections module, or are these are handled by other customer applications? Are there any requirements to send collection or dunning letters?

**Answer:** The AR tech uses aging reports and spreadsheets to track collections. It is a very manual process and having collection letters or dunning letters would be desirable.

4. How is PWC receiving the customer payments for utility customers at present?

**Answer:** Lockbox, ACH, in-person payments, credit card payments (third-party)

5. How many asset books are being used at present? How many of them are (1) US GAAP/Corporate books; (2) Tax Books; and (3) Local GAAP books?

**Answer:** PWC has one asset book.

6. Our assumption is that the Global Human resource (Core HR), Compensation (Merit, Bonus, Individual comp, Total Compensation Statement, Salary Administration), Oracle Recruiting Cloud, Employee Self Service, Manager Self Service, Onboarding, Off boarding, HCM Security, and HCM Workflows are out of scope. These functions would continue AS-IS and not considered in scope for this proposal. Can you please confirm?

**Answer:** We expect with the implementation of HCM Payroll as part of this project that any functions from HCM Payroll in HCM will be supported. This may include paystubs, W2 and any other function of HCM Payroll.

7. Can PWC share details of the business processes implemented using Cobblestone?

**Answer:** See Attachment 1

8. What type of Contracts (e.g., procurement contracts, service contracts) are managed using Cobblestone?

**Answer:** See Attachment 2

9. How is the Sales Tax currently calculated? Does PWC use tax service providers or Oracle Tax Engine?

**Answer:** The tax calculation is in the Oracle AP- EBS system.

10. Is there an ASC606 accounting requirement for revenue and lease asset?

**Answer:** PWC uses Debt Book for tracking lease assets and subscriptions (GASB 87 and GASB 96)

11. Can PWC share the approximate volume for the following transactions:

- AP Invoices (3 Years)

**Answer:** 90,000

- AR Invoices – Billing History (3 Years)

**Answer:** 1,796 AR NU invoices

- HR – Personnel Action History (3 Years)

**Answer:** 3,500

- Payroll – Time and Attendance History (3 Years)

**Answer:** 1,400,000

12. What level of historical transaction details, related to payroll, is required as part of the historical data conversion? Will it just be the balances, or will the complete line level details need to be converted?

**Answer:** This will depend on timing of go-live compared to year end for W-2s, tax filings, etc.

13. Can PWC elaborate on the Purchasing Power interface and associated business process?

**Answer:** This isn't an interface currently. PWC downloads a file from the Purchasing Power website and update element entries in EBS. After processing payroll, we load the file in its entirety to the Purchasing Power website.

14. Can PWC elaborate on the College Savings interface requirement?

**Answer:** This isn't an interface currently. Changes are received and the elements are updated. Payment is submitted via ACH to the vendor's account.

15. Can PWC provide high-level timelines for these other planned initiatives?

**Answer:** WACS go-live sometime between February 20 – March 4, 2024.

## OVERVIEW OF COBBLESTONE SOFTWARE IMPLEMENTATION

PWC has been in the process of transition from the on-site legacy Oracle enterprise applications to cloud based Oracle platforms. Several years ago, a review of options for implementing a Contract Lifecycle Management (CLM) platform amid this transition was undertaken. After completing a Governance process looking at available options, PWC elected to look at third party software solutions so as not incur sunk costs in improvements to the legacy Contracts module that was being phased out, and due to the inability to implement the Oracle Fusion Contracts Module until the supporting Oracle Fusion platforms (HCM & ERP) were implemented.

The decision to use a third party software platform also recognized that once the Fusion Oracle platforms were implemented, an additional decision would have to be made as to if the selected third-party system would integrated with Oracle Fusion and continue to be used, or if PWC would transition to the Fusion Contracts module. This future decision point necessitated that the selected 3<sup>rd</sup> party platform would need to meet all desired performance criteria, be able to integrate with Oracle Fusion platform if the decision to maintain was made, and the database needed to be configured so stored data could be extracted and imported to Oracle if a decision to transition to Fusion Contracts module was made.

Base on this work the decision was made to implement a “stand alone” cloud-based Contract Lifecycle Management software platform, Cobblestone Contract Insight. Given the parallel implementation of the Oracle Fusion platforms, a decision was made to implement the Cobblestone system in two phases.

Phase 1 – Database configuration and data entry to facilitate system’s use for archiving legacy contracts and add new contract records as they are being created, to include...

- Building the PWC Organizational Structure records.
- Building the PWC Staff records including setting system permissions.
- Building the PWC Vendors / Customers records, including supporting documentation.
- Building the PWC Financial Transaction records, including supporting documentation.
- Manually perform ongoing records maintenance & management.
  - Monitor WAM & HCM to maintain PWC Organization & Staff Records
  - Monitor EBS to maintain Vendor / Customer and Financial Transaction Records, extract and input supporting documents into Cobblestone.
  - Receive and input all Certificates of Insurance, Non-Disclosure Agreements, validate entity types and status to do business with PWC, extract and input supporting documents into Cobblestone.
- Configure system to facilitating data searches & retrieval.
- Provide access to reporting and audit tools.
- Set up user dashboards and automated notifications for tasks, milestones, scheduled reviews and pending contract expirations.
- Completion of multiple in person user training sessions at an “Introductory” level (73 active users have complete this training and access to the system to date)

Phase 2 – Identify processes and establish workflows in system to facilitate creation of Contracts using the CLM software and boiler plate templates. Initial contract type targeted to be configured being “Service Agreements”, the most used contract type for PWC. Implementation approach includes...

- Finalizing the number and language of Service Agreement templates to be utilized.
- Review, validate and document workflow for creation, review, approval, execution and archiving of system generated contracts.
  - Design Contract Request input page for use by PWC End Users to initiate a Contract request. Work to include what fields are required, where data come from, how data is used by system & templates. Configure page to include mandatory fields so only a complete request can move forward in system for review. End users enter the required data using their “Advanced Planning Work” including uploading any supporting documents to a FTP link on the page. Status of Request set to “Submitted”.
  - Based on input data, system to perform initial sort and selection / creation of a draft of the appropriate Contract template.
  - Design the Contract Request review page and process so PWC Procurement can review and validate data provided and appropriateness of system draft template selection. Once review complete, Procurement “Accepts” the Contract Request, and it moves into the Review process. Status of Request set to “Accepted”, unless cause found to reject the request.
  - Configuration of review process to be based on current review processes and include reviews by PWC Legal, Risk Management, Budget, Division/Department Leadership. Review process will include redlining, corrections and internal approval of draft. Once final draft is created it is routed for review by end user and vendor/ customer (Preferably through Adobe Sign). If acceptable to vendor / customer, they will sign and return. Status of Request is set to “Reviewed”
  - The vendor / customer executed contract is consolidated into the then current PO approval process to be routed for final approvals and execution by PWC CEO through Adobe Sign.
  - Procurement to add copies of executed contract, PO and any other supporting documents to Contract Request record, and toggle so status is set to “Request Approved”.
- Cobblestone system will convert the approved contract Request record into a Contract record and flag PWC Contract Compliance Administrator to review and validate the record is complete, adding any additional information to the new Contract record that might be needed based on their review.
- Contract record will be set to “Active” and all automated activities and notices set up in system will become functional.
- Contract record to be maintained based on any documented changes such as amendments / change orders, termination, etc.
- Contract records automatically converts status from “Active” to “Expired” when contract end date is reached.
- Staff training at the “Intermediate” level will be provided to facilitate change management as this second phase is implemented.

NOTE 1: The above process shall also be used in the event of a vendor / customer insisting that their form of agreement be used instead of PWC's standard form. The PWC End User will be given an option to use a Vendor / Customer form of agreement when completing the Request Input Screen and attaching that form of agreement as a file through the FTP section of the input page. Use of a vendor / customers form of agreement will route the Request package differently, bypassing the templates and routing for a more detailed review.

NOTE 2: The above process can also be made available to initiate a request for a PWC form of contract for which there isn't a template that has been created so long as there is a workflow that has been built. The PWC End User will be given an option to identify this PWC form of agreement when completing the Request Input Screen and attaching that form of agreement as a file through the FTP section of the input page. Use of a non-template PWC form of contract will route the Request package based on the unique workflow for that contract type.

Phase 2 of this implementation has had preliminary work initiated and based on that several discussions have taken place with Procurement and Legal staff, but no significant work is currently in progress.

<b>Contract Type List Results - 8/29/2023 4:41:38 PM UTC</b>			
<b>ForArea</b>	<b>TypeName</b>	<b>TypeID</b>	<b>DateUpdated</b>
Contracts	Addendum	18	8/7/2003 12:00 AM
Contracts	Blanket Purchase Agreement	127	2/28/2022 11:22 AM
Contracts	Blanket Purchase Order	128	2/28/2022 11:22 AM
Contracts	Conduit Agreement	86	2/25/2022 2:32 PM
Contracts	Confidential Agreement	126	2/25/2022 2:52 PM
Contracts	Construction Contracts	2	2/25/2022 2:15 PM
Contracts	Cooperative Agreement	84	2/25/2022 2:32 PM
Contracts	COST SHARE AGREEMENT	158	9/12/2022 1:54 PM
Contracts	Encroachment / Right of Way Agreement	87	10/17/2022 9:42 AM
Contracts	Energy Agreement	90	2/25/2022 2:34 PM
Contracts	Extension Agreement	92	2/25/2022 2:34 PM
Contracts	Fiber Agreement	93	2/25/2022 2:35 PM
Contracts	General Service Agreement (GSA)	96	2/25/2022 2:36 PM
Contracts	HR BENEFIT AGREEMENTS	146	6/17/2022 12:26 PM
Contracts	Inter-Local Agreement	98	2/25/2022 2:37 PM
Contracts	IT SUPPORT AGREEMENT	148	7/8/2022 8:34 AM
Contracts	Lease Agreement- In Grant	5	2/25/2022 2:19 PM
Contracts	Lease Agreement- Out Grant	100	2/25/2022 2:38 PM
Contracts	LEASE LISTING AGREEMENT	164	2/7/2023 3:06 PM
Contracts	LETTER AGREEMENT	161	11/17/2022 2:57 PM
Contracts	License Agreement	3	1/25/2008 2:26 PM
Contracts	MAINTENANCE AGREEMENT	165	2/13/2023 10:07 AM
Contracts	Master Agreement	102	2/25/2022 2:40 PM
Contracts	MATERIALS CONTRACT	152	7/13/2022 11:05 AM
Contracts	Memorandum of Agreement (MOA)	103	2/25/2022 2:41 PM
Contracts	Miscellaneous Agreement	106	2/25/2022 2:41 PM
Contracts	NCDOT Agreement	107	2/25/2022 2:42 PM



Contracts	NCDOT Utility Construction Agreement	110	2/25/2022 2:43 PM
Contracts	NCDOT Utility Relocation Agreement	166	2/15/2023 10:19 AM
Contracts	Non-Disclosure Agreement	25	3/21/2002 1:45 AM
Contracts	Operations & Maintenance Agreement	7	2/25/2022 2:44 PM
Contracts	Parking Agreement	112	2/25/2022 2:45 PM
Contracts	Participation Agreement	114	2/25/2022 2:46 PM
Contracts	Pole Attachment Agreement	116	2/25/2022 2:46 PM
Contracts	Project Authorization	130	3/22/2022 12:56 PM
Contracts	PWC TERM CONTRACT	156	8/19/2022 12:37 PM
Contracts	R.E.C. (RENEWABLE ENERGY CERTIFICATES) AGREEMENT	159	9/13/2022 2:17 PM
Contracts	REIMBURSEMENT AGREEMENT	160	10/7/2022 2:32 PM
Contracts	RENTAL AGREEMENT	154	8/16/2022 11:26 AM
Contracts	SaaS - SOFTWARE AS A SERVICE AGREEMENT	170	8/23/2023 7:47 AM
Contracts	SALE OF GOODS AGREEMENT	144	5/10/2022 3:16 PM
Contracts	Sales Agreement	35	1/26/2008 12:16 AM
Contracts	Service Agreement	8	7/12/2002 12:00 AM
Contracts	SOFTWARE AGREEMENT	151	7/12/2022 11:10 AM
Contracts	SOLAR INTERCONNECTION AGREEMENT	168	6/15/2023 8:41 AM
Contracts	SPONSORSHIP AGREEMENT	162	1/31/2023 9:11 AM
Contracts	Sub-metering Agreement	118	2/25/2022 2:48 PM
Contracts	SUBSCRIPTION AGREEMENT	163	2/1/2023 8:26 AM
Contracts	SYSTEM ORDER	143	5/10/2022 3:16 PM
Contracts	Task Authorization	119	2/25/2022 2:49 PM
Contracts	Telecom Agreement	122	2/25/2022 2:50 PM
Contracts	UTILITY CONSTRUCTION AGREEMENT	167	3/27/2023 1:49 PM
Contracts	UTILITY SERVICE AGREEMENT	147	6/17/2022 12:39 PM
Contracts	UTILITY SERVICE COMMITMENT AGREEMENT (USCA)	169	8/16/2023 9:00 AM
Contracts	Wholesale & Service Agreement	124	2/25/2022 2:51 PM