



**Pittsburgh Public Schools**

341 South Bellefield Avenue | Pittsburgh, PA 15213-3516

## ERP Request for Information

January 27, 2017

### Statement of Purpose

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The purpose of this RFI document is to gain a better understanding of the current market for ERP systems and to develop a shortlist of vendors who will then be invited participate in an RFP..

### Company Background & Overview

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As the largest of 43 school districts in Allegheny County and second largest in Pennsylvania, Pittsburgh Public Schools serves approximately 25,000 students in Pre-Kindergarten through Grade 12 in 54 schools, and manages data for some 33,000 throughout the city. Pittsburgh Public Schools currently employees approximately 5,000 full time employees.

### Requirement Background & Current Situation

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At present our main ERP system is PeopleSoft Financials 8.4 and PeopleSoft HRMS 8.2. We are currently running GL, Fixed Assets, Accounts Payable, Purchasing, e-Procurement, Budget, Time & Labor, Benefits, Workers Compensation and the PeopleSoft HR functions.

The District is looking to improve in many areas with a new ERP including:

1. Automate manual entry processing in all core-functional areas
2. Integrate all aspects human capital data to account for full employee life-cycle
3. Extensive expectations of visualized and automated reporting – including state and federal necessities
4. Integration with BoardDocs for board approvals and expected funding amounts
5. A budgeting tool with multiyear abilities, position control, scenario analysis, grant tracking, etc.
6. Administrative and school budgeting/expenditures should be manageable in budget planning
7. Extensive time and labor improvements, including timeclock and employee ID system integrations
8. Extensive purchasing and site-based management improvements
9. Employee benefits including billing, health insurance and life insurance must integrate in real time with payroll data for active, retired and workers' compensation employees.
10. Retention capabilities – Employee lifecycle, professional development, process monitoring, and employee evaluations. (Disaster Recovery)
11. Increase employee's self-service
12. Vacation and time-management request procedures
13. Employee evaluation and employee goal, certification tracking
14. Dynamic and responsive reporting with mobile accessibility a nice-to-have feature



## High Level Requirements

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This RFI is to identify a new ERP that will meet the needs of the School District including a high-level plan for implementation.

We anticipate selecting a vendor in the 4<sup>th</sup> quarter of 2017 and beginning the implementation in early 2018 however this timeline is subject to change at the district's discretion.

The District is looking for a vendor with demonstrated success with similar sized K-12 clients.

You may submit your response in any format you feel is appropriate.

Please include:

- Company Name
  - Main Telephone Number
  - Website
  - Contact : Name
  - Contact : Phone
  - Contact : Email
  - Overview of ERP offering
  - Backend data structure for ERP. Please include details on the security of the data.
  - Implementation methodology and ideal full-scope implementation timeline
  - Any Unique selling points
  - High-Level budget estimate based on similar sized projects
  - High-Level Project timeline for implementation based on similar sized projects
  - Additional considerations or project components that we might look to include
- Vendor References *Provide details of similar projects which can be used as reference sites.*

## Posting Details

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The RFI will also be posted on our website for 4 weeks prior to the RFI response deadline and is open for vendors to respond to. Please confirm via email to Joe Charnock, [jcharnock1@pghboe.net](mailto:jcharnock1@pghboe.net) if your organization is planning to respond.

Responses are to be received no later than 5pm EST on February 24, 2017.

All questions should be initially addressed to [jcharnock1@pghboe.net](mailto:jcharnock1@pghboe.net)