Responses from Minneapolis Public Schools to questions posed by vendors related to RFP 27-02, Cloud-Based ERP SaaS Solution

Question 1: *Would MPS accept and evaluate an independent proposal limited to the budgeting and personnel-planning functions described above, or would MDSS need to participate through a full-ERP prime contractor?*

Response:
MPS is seeking proposals that address the ERP scope and requirements identified in the RFP. As stated in the RFP, MPS reserves the right to award in whole, in part, or by service area.

Question 2: *For this limited scope, would MDSS independently need Minnesota Department of Education approval for UFARS reporting integration, or could that requirement be satisfied through integration with an MDE-approved core financial system?*

Response:
MPS requires the proposed ERP solutions to be recognized as an approved solution by MDE for integration with MDE's UFARS data reporting, as stated in the RFP.

Question 3: *If a module-specific proposal is acceptable, which ERP-wide requirements and response schedules would remain mandatory, and may functionality outside the proposed scope be identified as not applicable?*

Response:
See response to Question 1. Vendors should submit proposals addressing the ERP scope and requirements identified in the RFP.

Question 4**:** *Would MPS accept a proposal from our company given that the proposed solution must be "recognized as an approved solution by the Minnesota Department of Education (MDE) for integration with MDE's UFARS data reporting."*

Response:
See response to question 2.

Question 5: *Is MPS willing to consider proposals and invite vendors to the demonstration stage who are not currently on MDE's approved UFARS financial accounting software vendor list, provided the vendor is prepared to pursue MDE certification? If so, would MPS be willing to serve as the required pilot district should it select such a vendor?*

Response:
See response to question 2.

Question 6**:** *Please provide MPS's current number of full-time employees and current number of part-time employees, reported separately.*

Response:
Please see the employee census report posted along with other supplemental RFP information.

Question 7**:** *Please provide the estimated number of individual users who will require access to the District's budgeting and planning tool at go-live, including both users who enter or approve budget information and users who need access for review, reporting, or administration.*

Response:
Finance staff: 50 - full access within the scope of their role (payroll, accounts payable, accounting, etc)
Department budget managers: 80 - view only
Principals and assistant principals: 150 - view only

School clerical staff: 100 - view only
District clerical staff: 80 - view only

Question 8: *Please provide a list of the vendors and solutions MPS currently uses to support the functional requirements included in this RFP, including the primary business area or capability supported by each.*

Response:

- SAP (including Concur, SRM, Success Factors, Excel4Apps)
- Neptune (Employee portal)
- SuccessFactors (Recruiting, Performance Management, Learning Management)
- Docusign (Onboarding)

Question 9: *Please list the vendors and solutions MPS expects to retain and integrate with the new financial and HR system, including the business function supported by each.*

Response:
MPS has not made final determinations regarding which current solutions will be retained or replaced, except as otherwise specified in the RFP. Vendors should identify in their proposals any recommended integration with or replacement of existing systems based on their proposed solutions.

Question 10: *As part of the proposed ERP implementation, does Minneapolis Public Schools envision a need for Inventory and Warehouse Management capabilities to support centralized procurement, inventory tracking, warehouse management, and the distribution of supplies and materials across District schools and facilities?*

Response:
No. MPS will not require inventory and warehouse management capabilities as part of the ERP implementation.

Question 11: *How many district employees will require the use of the Time & Attendance solution?*

Response:
Please see employee census report posted along with other supplemental RFP information.

Question 12: *Could you please clarify Section 7.4 regarding MDE UFARS certification? Is active certification required prior to proposal submission, or are vendors eligible to bid if they can demonstrate similar reporting capabilities and commit to obtaining full certification later?*

Response:
See response to question 2.

Question 13: *Please provide the current employee counts for full-time staff, full-time teachers, part-time staff, and temporary employees.*

Response:
Please see employee census report posted along with other supplemental RFP information.

Question 14: *Could MPS please clarify the requirement in Section 7.4 regarding MDE UFARS certification? Is active MDE certification required at the time of proposal submission, or will MPS consider proposals from vendors that can demonstrate comparable state and Department of Education reporting capabilities and commit to obtaining certification following contract award?*

Response:
See response to question 2.

Question 15: *Given that MDE certification is a Minnesota-specific process that requires district participation and may take longer than the procurement timeline to complete, the requirement for active certification at proposal submission could*

potentially limit competition by excluding otherwise qualified ERP vendors that successfully support comparable state-mandated financial and Department of Education reporting requirements in other states that are similar. Would MPS consider evaluating vendors based on their demonstrated ability to meet UFARS reporting requirements, relevant experience delivering similar state reporting, and commitment to complete the MDE certification process following contract award? This approach would maintain MPS's compliance objectives while enabling a broader and more competitive evaluation of qualified solutions.

Response:
See response to question 2.

Question 16: *How many total users need ERP/accounting access, broken out by full access vs. view/approve only?*

Response:
See response to question 7.

Question 17: *How many departments/divisions are there, and how does each currently process payments?*

Response:
We currently have 9 major divisions and 235 individual organizational units

Question 18: *Is "Implementation begins: Following contract execution" the only timeline anchor, or is there an internal target go-live date we should plan toward?*

Response:
We anticipate a go-live date of January 1, 2029.

Question 19: *What system(s) are you using today for Finance, HR, and Payroll? The RFP confirms Infinite Campus as the Student Information System, but does not name the current ERP/finance/payroll system.*

Response:
We currently use SAP for Finance, HR and Payroll. We have some offshoot systems, also owned by SAP (Success Factors, Concur, SRM), which manage specific processes within Finance and HR, but SAP is the system of record for Finance, HR and Payroll.

Question 20**:** *How many funds are you operating under, and at what level do you budget — fund, department, or object code?*

Response:
See response to Question 179; cost center, fund, object code, program code, finance code

Question 21**:** *How many fixed assets do you track?*

Response:
See response to Question 180

Question 22**:** *How many bank accounts/financial institutions need reconciliation, and which ones?*

Response:
See response to Question 181

Question 23**:** *What is the average number of invoices per month, and average lines per invoice, district-wide?*

Response:
Approximately 3000 invoices a month. We don't have the ability to look at number of lines with our current system.

Question 24**:** *What is your total employee headcount across all staff types? The RFP cites 3,200 teaching staff, but we'd like a full FTE count for payroll scoping.*

Response: Please see employee census report posted along with other supplemental RFP information.

***Question 25*:** *Are there any specific payroll complexities we should be aware of, such as union contracts or differentiated pay scales?*

Response: See Collective bargaining agreements listed here for specific contract provisions the successful tool will demonstrate. All of our contracts have specific payment types specified and pay schedules.
https://www.mpschools.org/departments/human-resources/employee-relations-collective-bargaining

***Question 26*:** *Is time tracking tied to specific jobs/grants/cost centers, or purely for payroll/attendance purposes?*

Response:
TIme tracking is currently tied to an employee's specific position (assignment). One employee may hold multiple positions. Time tracking is done for payroll attendance/absence purposes.

***Question 27*:** *What are purchase orders used for today — general procurement, equipment, or something more complex?*

Response:
MPS uses purchase orders broadly for the procurement of goods and services, including supplies, equipment, professional services, and other District purchases. Purchase orders support the District's purchasing, approval, encumbrance, receiving, and payment processes.

***Question 28*:** *How many years of historical data need to migrate, and at what level of detail?*

Response:
The final historical data migration scope will be determined during implementation.

For purposes of proposal pricing, vendors should assume migration of one year of historical data prior to go-live. Vendors should identify assumptions regarding the level of detail and separately identify costs associated with migrating additional historical data.

Question 29: *What is your current benefits carrier/retirement system, and what integration would it need with payroll?*

Response:
Please reference the Benefits Guide posted along with the supplemental RFP information for currently offered benefits and vendors.

We would need integrations surrounding enrollment, demographic info and deductions, contributions or premiums to several vendors in line with our benefits offerings.

Question 30: *Please confirm whether MDE recognition as an approved solution for UFARS integration must be in place at proposal submission, or whether a vendor may demonstrate approval or certification before contract execution or production go-live.*

Response:
See response to question 2.

Question 31: *Does Section 5.2 establish a minimum number of Minnesota school-district ERP clients with at least 500 permanent employees, or is it a mandatory disclosure for which a complete list, including a report of none if applicable, will be considered responsive?*

Response:
Section 5.2 does not establish a minimum number of Minnesota school-district ERP clients. Vendors should provide the information requested in Section 5.2. If a vendor has no clients meeting the criteria identified in Section 5.2, the vendor should indicate that in its response.

Question 32: *Please identify the current ERP and timekeeping platforms, the modules being replaced, the approximate volume and years of historical data to be migrated, and the required interfaces with Infinite Campus, MDE, identity systems, banks, benefits providers, tax agencies, and other third parties.*

Response:
Current ERP and timekeeping platforms: SAP ECC and Neptune
Historical data: See response to question 28
Required interfaces:
Infinite Campus: API or flat file
MDE: UFARS submission
Identity systems: API or flat file
Banks, Benefits providers, Tax agencies: file transfer

Question 33: *What target dates does MPS anticipate for phased implementation and final production go-live, and what parallel payroll periods, testing milestones, reconciliation tolerances, and acceptance criteria will be required before payroll cutover?*

Response:
See response to question 18 for target go-live. We have not yet determined the other parameters associated with the rest of the question.

Question 34: *Please clarify whether the 90-day termination-without-cause provision in Section 4.Y or the 30-day provision in Sample Contract Section 18.1 is intended to govern, and whether vendors may propose recovery of unamortized implementation costs if MPS terminates for convenience during the initial five-year term.*

Response:
Once a vendor is selected, the parties will enter into a legally binding agreement. The contract language would be the language enforceable and therefore the termination in the sample contract provided would govern. As to your question about

negotiating terms, specifically, centered around the recovery of unamortized implementation costs if there is a term for convenience, that is a question for your counsel.

Question 35: *Can you please provide the MPS Sample Contract?*

Response:
The MPS Sample Contract is included as an Appendix in the RFP.

Question 36: *Will you accept Docusign for the signature forms?*

Response:
Yes.

Question 37: *Do you have the ability to maintain an archive?*

Response:
The purpose of this question is not entirely clear. MPS can create various kinds of data archives as needed.

Question 38: *What is the total employee count subject to timekeeping, including hourly, certified for extra duty, substitutes, seasonal staff, etc.?*

Response:
Please see employee census report posted along with other supplemental RFP information.

Question 39: *Is there a need to allow employees to use the time and attendance system for time off requests and the viewing of their leave balances?*

Response:
Yes.

Question 40: *How many, if any, physical time clock devices do MPS anticipate across the 65 sites?*

Response:
None

Question 41: *If physical time clock devices are desired, what is your preference for how the employee identifies themselves to clock in: biometric finger reader, RFID/proximity reader (for use with existing MPS badges), barcode swipe, ID number, or a combination of two of these options?*

Response:
Not required

Question 42: *Are there any employees who work multiple positions and could possibly receive a blended or weighted overtime based on their different rates of pay?*

Response:
Yes, this scenario exists amongst some of our employee groups.

Question 43: *Would it be helpful to MPS to track additional duties of other employees such as teachers who provide after-school tutoring, or collect tickets at a sporting event? If so, are they included in your employee count?*

Response:
It may be helpful to our district to track these additional items. These additional assignments are not included in our employee count. Currently we have specific attendance/pay types to track many of the items listed.

Question 44: *Does MPS already have a badge or ID that employees use, such as a RFID/Proximity card, for other things such as door access?*

Response:
Yes.

Question 45: *For 9- and 10-month employees, are they on stretch or annualized pay? If so, are you just reporting the exception of their hours to the payroll system?*

Response:
Yes, several of our employee groups have the option to defer a portion of their wages to be paid over the 5 regular paychecks during the summer months. We call this "Defer Pay" or "26 Pay".

Our salaried employees are currently reporting only exception time (absences) through our timekeeping system.

Question 46: *Are there any instances where the District would use comp time instead of overtime? And vice versa? If so, is that an employee choice?*

Response:
Yes, many of our CBAs have Comp Time stated as an alternative to Overtime. It is an arrangement between the employee and their supervisor/time approver.

Question 47: *What is your current process for tracking and reporting employee's hours, and what challenges are you facing with it?*

Response:
Currently, hourly employees enter their total hours worked for a given duty day into our employee self-service portal. Salaried employees do exception time reporting only and are using the same portal to report their absences. That time is then reviewed by employees' time approver(s) and approved on a bi-weekly basis in line with our payroll cycle.

Some challenges we face are lack of entry or late time entry or approval leading to payroll issues. We have developed internal audits and reminder processes within our

current platform, but are interested in additional ways that current systems can help to reinforce.

Question 48: *Can MPS provide any CBAs referencing employee time and how it is calculated?*

Response:
All CBAs are available on the MPS website at the Employee Relations & Collective Bargaining page.

Question 49: *How many full time benefit eligible employees do you have (part time IF you provide benefits for part time)?*

Response:
Please see employee census report posted along with other supplemental RFP information.

Question 50: *How many retirees do you have pre or post Medicare eligible, that you continue benefits for (even if it is only dental & vision)?*

Response:
Approximately 800.

Question 51: *Can you provide a copy of your benefit booklet?*

Response:
Please review the attachment provided on the RFP portal.

Question 52: *Does MPS have a required or preferred production go-live date? Does MPS anticipate a single enterprise go-live or phased implementation by module? Are there fiscal-year, calendar-year, payroll-year, or school-year deadlines that must drive the implementation schedule?"*

Response:
Currently planned go-live date for all modules is January 1, 2029. MPS fiscal year-end is June 30. MPS will consider recommendations from the successful vendor about pros and cons of certain implementation dates and the staging of go-live.

Question 53: *Does MPS expect payroll go-live to occur simultaneously with Finance and HR, or as a separate phase?*

Response:
MPS expects to go live with all modules simultaneously.

Question 54: *Has MPS established a desired project duration or implementation window?*

Response:
A 2 year implementation window from January 2027 to January 2029 is anticipated.

Question 55: *Will MPS issue any additional functional requirements workbook, interface inventory, data-conversion inventory, current-state architecture documentation, pricing workbook, demo script, or other attachments beyond those contained in the September 10 RFP and the forthcoming Q&A addendum?" The RFP currently lists six appendices, all contained in the PDF, while stating that a Q&A addendum will be issued after questions are received.*

Response:
MPS does not plan to issue further requirements. We will take recommendations from successful finalists about what additional information would be helpful as we work through the vetting process.

Question 56: *What ERP applications currently support Finance, HR, Payroll, Budgeting, Position Control, and Time Management?*

Response:

- SAP ECC
- SuccessFactors
- Concur
- SRM

Question 57: *What are the primary business challenges MPS seeks to address through the ERP replacement? Please describe the primary business, operational, and technology drivers that led MPS to initiate this ERP procurement at this time. In particular, are there limitations, risks, contractual milestones, end-of-life considerations, operational challenges, audit/compliance requirements, integration issues, or modernization objectives associated with the current ERP environment that the new solution is expected to address?*

Response:
MPS is seeking to modernize its system to improve functionality, integration, reporting, workflow, security, and overall efficiency across Finance, HR, Payroll, and related functions.

Question 58: *What are the most important business outcomes MPS expects to achieve through this ERP replacement, and what current-state challenges or pain points should the selected vendor prioritize addressing?*

Response:
See response to Question 57.

Question 59: *What are the expected data migration objectives?*

Response:
See response to question 28. In addition, MPS will work with the vendor to identify a data migration strategy that balances the need for access to historical data with the cost and complexity of making the data accessible.

Question 60: *Please identify the source systems and expected migration scope for each module, including the number of years of historical data to be converted,*

approximate record/data volumes, attachments/documents, payroll history, employee history, open transactions, and whether MPS expects all history to be converted into the new ERP or permits historical data to be archived separately.

Response:
See response to question 28. MPS expects to create a read-only archive of older historical data rather than move it into the new system.

Question 61: *What data retention requirements exist for payroll, HR, finance, grants, procurement, and audit records? Please provide details about the current data retention policy. Is there currently a purge process in place? If so, please provide the retention period and if the same retention policy is expected after the new implementation.*

Response:
See MPS School Board Policy 3500 and *3500A* for information about retention requirements.

Question 62: *Does MPS require historical document migration?*

Response:
See response to question 60.

Question 63: *Are data cleansing and enrichment activities expected within vendor scope?*

Response:
MPS anticipates a collaborative approach to data cleansing and preparation for data migration. MPS will participate in these activities, with specific responsibilities determined during implementation planning. Vendors should identify any assumptions regarding data-cleansing responsibilities associated with their proposed implementation approach.

Question 64: *What is MPS intended strategy for legacy ERP applications following go-live?*

Response:
Legacy ERP will remain accessible for a limited time.

Question 65: *Will legacy applications remain accessible for inquiry and audit purposes?*

Response:
Yes

Question 66: *Does MPS intend to decommission legacy systems immediately after stabilization?*

Response:
No

Question 67: *Does MPS currently maintain an enterprise data warehouse?*

Response:
Yes, we have SAP Business Warehouse where we currently house HR, Payroll and Financial data.

Question 68: *Are there existing reporting platforms (Power BI, Tableau, Cognos, etc.)?*

Response:
MPS uses a variety of business reporting tools.

Question 69: *Are there specific executive dashboards that must be replicated?*

Response:
No

Question 70: *What are the expectations for self-service reporting?*

Response:
MPS expects that employees will be able to self-generate the bulk of the reports they need to complete their regular functions.

Question 71: *Please provide a list of required inbound and outbound integrations, including Infinite Campus, banking, benefits carriers, retirement/pension, tax agencies, state reporting, payment processors, identity management, procurement, recruiting, timekeeping, and other third-party systems. For each interface, if available, please identify the current method, frequency, and approximate transaction volume. MPS requires an API-first architecture and unrestricted third-party integration, but no actual interface inventory is supplied.*

Response:
See response to question 32.

Question 72: *How many payroll runs occur annually? Please provide the current number of pay plans, pay cycles, and major employee pay categories currently supported within the existing ERP environment.*

Response:
We run 26 regular payrolls annually. We have 1 payroll area. All employees are on a bi-weekly pay cycle paid in a two week lag. We have both exempt and non-exempt employees.

Question 73: *Please provide additional payroll scope information, including number of employees paid, payroll frequencies/calendars, number of bargaining units or employee groups, retroactive-pay requirements, summer/deferred-pay arrangements, number of tax jurisdictions, garnishment volumes, direct-deposit volumes, and other material payroll complexities.*

Response:
Please see employee census report posted along with other supplemental RFP information for answers to many of these items. We do have summer/deferred pay. We have one tax jurisdiction. Our direct deposits closely match our total employee population.

Question 74: *How many active employees are supported today? Please provide estimated quantities for pricing purposes, including total active employees, retirees/former employees requiring access, managers/supervisors, Finance users, HR/Payroll users, recruiters, approvers, employee self-service users, time-clock users, and any other populations expected to be licensed." The RFP gives approximately 29,900 students and 3,200 teaching staff, but does not provide the total user quantities needed to normalize SaaS pricing.*

Response:
Please see employee census report posted along with other supplemental RFP information. We do not currently grant systems access for retirees, but this is a plan for the future.

Question 75: *When is Benefits enrollment?*

Response:
Typically mid-October through early-November

Question 76: *Can MPS please provide the following information?: 1. Total number of eligible employees: 2. Total number of Medically Enrolled Employees: 3. Total Number of Ineligible employees: 4. Average number of employees on COBRA per Month: 5. Total number of 1095 Statements sent last year: 6. Total number of Retirees under 65: a. Eligible to enroll: b. Enrolled in Medical: c. Enrolled in Life only: 7. Total number of Retirees over 65: a. Eligible to enroll: b. Enrolled in MAcedical: c. Enrolled in Life only:*

Response:
Please see employee census report posted along with other supplemental RFP information as it will respond to many of these items. We ran approximately 6700

1095C forms in tax year 2025. We have approximately 800 retirees enrolled in post retirement insurances.

Question 77: *Can MPS please provide the following?: 1. Total Number of FSA Accounts? 2. Total number of DCFSA Accounts?*

Response:
Health FSA - Approximately 700
Dependent Care - Approximately 200

Question 78: *How many funds, grants, and reporting entities are maintained today?*

Response:
See response to Question 179.

Question 79: *Approximately how many annual AP invoices, purchase orders, and journal entries are processed?*

Response:
Using last year's data, approx. 2900+ invoices are paid per month.

Question 80: *Has MPS allocated dedicated business resources for the project? Please describe the MPS implementation team that will be assigned to the project, including executive sponsor, project manager, functional leads/SMEs, technical/integration resources, data-conversion resources, testing resources, and anticipated percentage availability. Will MPS provide a dedicated project manager?*

Response:
MPS will provide the staff resources necessary to ensure a successful implementation and would expect the number of staff-hours required to vary with the product selected. MPS has not designated a team at this stage and will do so at a later date in collaboration with the selected vendor's implementation team.

Question 81: *Is organizational change management expected as part of implementation scope?*

Response:
Organizational change management is not specifically identified as a required implementation component in the RFP.

Question 82: *What level of end-user training is expected from the vendor?*

Response:
Please see Section 5.11 of the RFP.

Question 83: *Does MPS currently conduct employee training or is it outsourced?*

Response:
MPS trains its own employees

Question 84: *Does City have the infrastructure in place for training - standard course materials and approach and learning management system?*

Response:
MPS does have an employee learning management system (Success Factors Learning)

Question 85: *Can MPS please describe any experience key project leaders and subject matter experts may have with enterprise technology implementation? With process improvement and process re-engineering?*

Response:
MPS staff will engage with the selected vendor during implementation to do whatever business process documentation and re-engineering that is required for a successful implementation.

Question 86: *Please confirm whether MPS permits the use of offshore resources. If permitted, please clarify whether there are any restrictions on (a) the percentage or types of services that may be performed offshore, (b) offshore access to MPS data or ERP environments, (c) countries from which services may be performed, and (d) whether offshore personnel employed by an affiliated entity are considered Sub-Consultants requiring prior MPS approval.*

Response:
Vendors should clearly identify their proposed staffing approach. MPS will evaluate proposals in accordance with the requirements and evaluation criteria established in the RFP.

Question 87: *Does MPS have minimum onsite staffing expectations during discovery, design, testing, training, cutover, go-live and stabilization? Is there a required percentage or number of onsite days, and should vendors include all related travel expenses in their fixed implementation pricing?*

Response:
MPS does not have minimum onsite staffing expectations. Vendors should include travel expenses in their pricing.

Question 88: *Is MPS seeking a fixed-fee implementation, time-and-materials engagement, or hybrid approach?*

Response:
MPS prefers a fixed-fee implementation.

Question 89: *Has MPS established an approved budget or expected funding range for implementation and the ongoing SaaS subscription? If so, can MPS provide the anticipated budget range? Over what period will Total Cost of Ownership be evaluated, five years or the potential seven-year contract term?" Cost carries 22% of the evaluation, but the RFP does not state a project budget.*

Response:
MPS has not established an approved budget or expected funding range for implementation or the ongoing SaaS subscription. Vendors should submit pricing in accordance with the requirements in the RFP.

Question 90: *Please clarify the payment term that will govern the resulting contract. Section 4.Q references payment within 35 days under Minnesota Statutes, while Section 6.H states MPS pays vendors on Net 30 terms and the sample contract also provides for payment within 30 days." There is an apparent inconsistency worth resolving before pricing cash flow. (pp. 7, 16, 32)*

Response:
The state statute is 35 days, however MPS operates on 30 days as stated in the RFP.

Question 91: *What software application(s) and tools are currently utilized for ACFR/financial reporting preparation, and are there known reporting, integration, or usability limitations associated with the current process?*

Response:
ACFR is prepared by our auditors based on annual audit and trial balance; monthly financials are integrated between current ERP and excel.

Question 92: *What solution does MPS currently use for budget preparation?*

Response:
MPS currently utilizes an internally-developed budgeting tool.

Question 93: *How many users does City currently have in their budget preparation system? Does City anticipate any change to the number of users?*

Response:
See response to Question 7 for estimated budgeting and planning users at go-live. Actual user counts may vary based on district staffing needs.

Question 94: *Does MPS anticipate retracting data from the budget preparation system back to the HR system (e.g., updates to personnel salaries, positions)?*

Response:
After budget finalization, our current in house budget tool has data extracts that load to our ERP to create budget and position changes for the subsequent fiscal year.

We do not have any current interface to handle employee changes resulting from the budget. Those changes are currently done manually.

Question 95: *Does MPS require two-way updates (i.e., forecasting updates budget but also updates forecast)?*

Response:
MPS has not established a specific requirement for two-way updates beyond the functional requirements identified in the RFP.

Question 96: *Please identify any ongoing or planned organizational, technology, regulatory, labor, operational, or business-transformation initiatives that may compete for the availability of MPS business users, subject matter experts, technical personnel, project leadership, or other stakeholders during the ERP modernization program. For each applicable initiative, please describe its anticipated timing, affected functional areas, and any expected impacts that respondents should consider when developing their implementation schedules, MPS staffing assumptions, testing plans, training activities, cutover approach, and post-go-live support model.*

Response:
MPS is not identifying any specific competing initiatives that respondents should account for in their proposals at this time.

Question 97: *Please confirm the required method for submitting exceptions to Appendix 3. Should vendors provide a separate contract exceptions/redline*

document with the proposal? Please clarify what level of exception would cause MPS to consider a proposal 'conditional' and therefore subject to rejection.

Response:
Vendors are not required to submit a redlined version of Appendix 3 with their proposal. Contract negotiations will occur with the selected vendor as provided in the RFP.

Question 98: *Please describe and list the number of the current system electronic work flows and controls are currently in place to review transactions (expenses, journal entries, budgeting, master data inputs, etc.) prior to posting these types of documents.*

Response:
Position Online Form (position control workflow); Payroll/Time Approval workflow; Purchasing workflow; Invoices/Account Payable workflow; Contract Management workflow; No work flows set up for budgeting or journal entries;

Question 99: *Will MPS be using AI tools to evaluate and/or score the responses?*

Response:
No

Question 100: *How many FEINS does MPS have?*

Response:
1

Question 101: *When will MPS provide finalist demonstration scripts, scenarios and proof-of-concept requirements? Will demonstrations use vendor sample data or MPS-provided data, and approximately how much time should finalists reserve for the demonstration process?*

Response:
Finalist demonstrations have not yet been finalized. MPS will provide applicable demonstration instructions to all selected finalists.

Question 102: *What are the Cost and Budgets currently active in your system in the General Ledger and any Industry specific modules.*

Response:
See response to Question 179; we currently utilize public sector finance modules - example: grants management & fund management

Question 103: *Are you currently using SAP Position Budget Control? If so, please describe the functionality used and if the same functionality is needed in the future state SAP ERP Cloud system. If different functionality is expected, please explain and the specific Users that will be impacted with the new Position Budget Control functionality.*

Response:
No

Question 104: *Please confirm which insurance limits will govern the resulting contract where the RFP's Section 4.O requirements and Appendix 3 sample-contract requirements differ, including professional liability requirements." The RFP itself says the successful vendor must also meet the sample-contract requirements, so this could materially affect coverage and pricing.*

Response:
The final insurance requirements will be determined as part of the contract negotiations. For the purpose of proposal pricing, where the RFP and MPS Sample contract specify different insurance limits, vendors should use the higher applicable limit.

Question 105: *Must the proposed ERP already be recognized by the Minnesota Department of Education as an approved UFARS solution as of the proposal*

deadline, or is approval by implementation/go-live acceptable? Please identify the documentation MPS expects vendors to provide to demonstrate compliance.

Response:
Please see response to Question 2.

Question 106: *For purposes of the initial minimum-requirements evaluation, which functional and technical requirements are considered mandatory/pass-fail? Specifically, does a 'Partial' response to any Section 7.6 functional area prevent a proposal from advancing to scored evaluation?*

Response:
A "partial" response to Section 7.6 functional requirement does not automatically prevent a proposal from advancing to further evaluation.

Question 107: *MPS reserves the right to make an award in whole, in part, or by service area. Does MPS anticipate considering separate awards for ERP software, implementation services, timekeeping, integrations, or other components? If so, how should vendors identify pricing and implementation dependencies between awarded components?" This could significantly affect how a prime vendor and implementation partners structure the proposal.*

Response:
As stated in the RFP, MPS reserves the right to award in whole, in part, or by service area. Vendors should clearly identify the services included in their proposal and associated pricing.

Question 108: *The Section 8 pricing tables contain an 'Estimated Quantity' field but do not provide MPS quantities. Will MPS provide standardized quantities that all vendors should use for pricing, or should vendors state their own assumptions? Should SaaS subscription pricing include all environments, storage, APIs, integrations, upgrades, support and unlimited historical data unless separately identified?" This would make the 22% TCO evaluation more comparable across bidders.*

Response:
Vendors should provide pricing consistent with the requirements and pricing structure outlined in the RFP and clearly identify any assumptions associated with their proposed pricing.

Question 109: *How many users are authorized to issue contracts for MPS?*

Response:
Contract requests may be initiated by authorized users throughout MPS.

Question 110: *How many users are authorized to issue RFPs for MPS?*

Response:
RFPs are initiated by departments with Procurement facilitating the formal RFP process.

Question 111: *Do users in Schools and Administrative areas request new contracts for use by their school or department?*

Response:
Users in schools and administrative areas may initiate contract requests.

Question 112: *What is the total PO-based spend today?*

Response:
The current MPS ERP system cannot generate an answer to this question.

Question 113: *What is the total non-PO based invoice spend (including pcard purchases)?*

Response:
The current MPS ERP system cannot produce the total non-PO based invoice spending amount. However, total P-Card purchases are approximately $4M.

Question 114: *How many vendor catalogs are currently available in the current system?*

Response:
MPS currently has 17 active vendor catalogs available in the system.

Question 115: *How many contracts are available for shoppers to purchase against in the current system?*

Response:
MPS currently has approximately 230 active contracts in the system. MPS does not separately track the number of active contracts available for shoppers to purchase against.

Question 116: *Where are your current procurement contracts stored?*

Response:
MPS contracts are currently stored electronically in our current system and on the District's network drive.

Question 117: *How many active procurement contracts are currently available for end user purchasing?*

Response:
See response to Question 115.

Question 118: *Please describe key findings from any operational assessments you have conducted to understand your technology requirements as well as how new technology may drive improvement in other aspects of your organization (e.g., process, staffing, decision-making). Clarifying: What other aspects of your operations (e.g., processes, staffing, decision-making) do you hope to improve by leveraging new technology?*

Response:
Please refer to the requirements and objectives identified in the RFP.

Question 119: *Is the goal of the implementation to standardize processes across MPS, or will these decisions be handled on an individual department level?*

Response:
MPS has not predetermined the extent to which processes will be standardized across departments.

Question 120: *Please confirm whether the four references required by Section 6.A.7 must be customers that went live within the last three years, or whether 'current (no more than 3 years old)' refers to the age of the reference/project information. Must any or all four references be Minnesota school districts, or are the Section 5.2 Minnesota-client disclosure and the Appendix 5 reference requirement separate?"*

Response:
The Section 5.2 Minnesota school district client disclosure and the Section 6.A.7 reference requirement are separate requirements. The four references required by Section 6.A.7 are not required to be Minnesota school districts. Vendors should provide current references consistent with the requirements stated in Section 6.A.7.

Question 121: *Is MPS utilizing (or did MPS utilize) a consultant to help create the RFP? If 'Yes' - for alignment and visibility - please share who the consulting firm or consultants are.*

Response:
No

Question 122: *Given that SOC 2 Type II reports commonly contain confidential/restricted information, may a vendor provide its SOC 2 report through a secure review process, under NDA, or during finalist due diligence rather than including the complete report in the publicly releasable proposal? If so, what submission procedure should be followed?*

Response:
Yes. Procedure will be determined in collaboration with the vendor.

Question 123: *Is there a formal Diverse Supplier/MWBE participation goal or minimum subcontracting percentage for this procurement? Will supplier diversity be separately scored or considered within another published evaluation category?" The RFP asks several detailed supplier-diversity questions but does not publish an MWBE percentage or a separate diversity evaluation weight.*

Response:
There is no formal Diverse Supplier/MWBE participation goal or minimum subcontracting percentage established for the RFP. Supplier diversity is not a separately scored evaluation category. Vendors should respond to the Supplier and Employee Equity and Diversity requirements in Section 6.C as stated in the RFP.

Question 124: *Please clarify the anticipated termination provisions for the final ERP agreement. Section 4.Y states MPS may terminate without cause on 90 days' notice and for cause on 30 days' notice, whereas the sample contract provides for 30 days without cause and seven days for cause.*

Response:
See response to question 34.

Question 125: *Does MPS have any in-house testing tools available? If so, please name the solution and if it will be completely or partially used.*

Response:
No

Question 126: *Please identify MPS's current timekeeping environment, including number and type of physical clocks, number of locations requiring clocks, approximate number of employees using timekeeping, applicable workforce/time rules, and whether MPS expects existing hardware to be retained or replaced.*

Response:
MPS does not have any approved physical timekeeping infrastructure currently that would be considered in scope for this RFP. We are interested in exploring timekeeping options with finalist vendors.

Question 127: *On average, how long does the current month-end close process take to complete, and what are the primary operational or system-related challenges impacting close efficiency? Additionally, does MPS have a target future-state close timeline?*

Response:
10-15 calendar days. There is nothing system related that slows the process. Many of the delays are due to when statements are available from banking institutions. The reconciliation process is time-consuming - we would like to see a module that improves the efficiency of bank recs.

Question 128: *How should rate escalations be represented in the rate card?*

Response:
As a percentage

Question 129: *Does the Maximum % increase in 8.4 also apply to the rate card?*

Response:
No

Question 130: *SAP Public Services, Inc. is identified in the Minnesota Department of Education FY2026 UFARS Manual, Figure 5, as an "Approved Finance System Certified for UFARS Reporting." Please confirm that proposing an SAP solution that complies with MDE's required UFARS data format satisfies the MDE approval requirements identified in Sections 1 and 7.4 of the RFP.*

Response:
Confirmed

Question 131: *Does MPS currently perform payroll parallel testing during major ERP or payroll-related upgrades and enhancements? If so, have material variances or reconciliation challenges historically occurred, and what were the primary contributing factors?*

Response:
No

Question 132: *Has MPS completed any recent data profiling and quality assessments for the data expected to migrated for the future state solution? If so, please identify any known concerns involving duplicate, incomplete, obsolete, inconsistent, or invalid master and transactional data, and clarify the anticipated division of responsibility between MPS and the implementation partner for source-data remediation.*

Response:
No

Question 133: *What level of MPS business user/SME participation is expected during testing phases?*

Response:
MPS expects a select group of business users will be fully engaged during the testing phase.

Question 134: *Does the MPS plan to retire and implement any new applications during this project that will need to be considered as part of the proposers' project scope and bid.*

Response:
MPS is not identifying any additional applications at this time that respondents

should account for in their proposed scope and pricing beyond those identified in the RFP.

Question 135: *Has MPS hired, or plan to hire, a third party to represent MPS as part of the project management for this RFP?*

Response:
MPS has not hired a third party to represent MPS for project management at this time. Please see Section 5.10 in the RFP.

Question 136: *Does MPS have accurate maintenance plans for their fleet?*

Response:
MPS does not manage its vehicle fleet in its ERP system.

Question 137: *Could you provide more details on the geofencing capabilities and mobile capabilities MPS is looking for?*

Response:
Please refer to the functional requirements identified in the RFP. MPS has not identified additional geofencing or mobile capability requirements beyond those stated in the RFP.

Question 138: *Can you please provide a recent copy of your Star Report and any list of integrations?*

Response:
No. However, the technical specifications for the STAR report will be available on the RFP portal page.

Question 139: *What ERP, HR/Payroll, and Time & Attendance systems does MPS currently use, and is this procurement intended as a replacement or net-new implementation?*

Response:
MPS currently uses an on-prem version of SAP for these functions. The new system will replace the current system.

Question 140: *What are the most significant limitations or pain points of the current system(s) that MPS expects this ERP to resolve?*

Response:
Please refer to the requirements and desired functionality identified in the RFP.

Question 141: *Please specify integration objects between the new ERP and Infinite Campus (SIS) required or anticipated?*

Response:
The ERP system will be the source of truth for provisioning user across the school district.

Question 142: *Does MPS anticipate awarding this contract to a single vendor for the full solution, or splitting the award by functional area?*

Response:
As stated in the RFP, MPS reserves the right to award in whole, in part, or by service area.

Question 143: *MPS's current ERP is understood to be SAP ECC — can MPS confirm which ECC modules are currently in use (FI, CO, HR/Payroll, etc.), and whether any custom developments (Z-transactions, enhancements, user exits) are considered business-critical?*

Response:
MPS currently uses FM, GM, FI, CO, HR, Payroll, OM
Z transactions are considered business critical, but will be reviewed against functionality provided by finalist vendors to determine future necessity.

Question 144: *What is MPS's expectation for historical data migration scope — master data and opening balances, or multiple years of full transaction-level history?*

Response:
Please see the response to Question 28.

Question 145: *Does MPS prefer a Fit-to-Standard implementation approach or Fit-to-Gap?*

Response:
MPS has not established a preference. Vendors should propose their recommended approach consistent with the requirements of the RFP.

Question 146: *What report writing or business intelligence tools does MPS currently use for financial and HR reporting (e.g., SAP Query, custom ABAP/Z-transactions, SAP BusinessObjects/Crystal Reports, BW/BEx, Excel-based extracts)?*

Response:
We currently use all of the stated options to meet our reporting needs.

Question 147: *Does MPS use SAP BW or another data warehouse for reporting today, and is that platform in scope for this RFP, or would it be retired/replaced?*

Response:
MPS currently utilizes SAP Business Warehouse for HR, Payroll, and Financial data. Whether the existing data warehouse will be retained or replaced as part of the ERP implementation has not yet been determined. Please refer to the reporting and functional requirements outlined in the RFP.

Question 148: *What are MPS' top project goals for this ERP initiative, and how will success be measured?*

Response:
Please refer to the requirements and evaluation criteria identified in the RFP.

Question 149: *Does MPS have a dedicated internal Project Manager allocated to this initiative, and approximately what percentage of that person's time will be dedicated to the project?*

Response:
MPS has not finalized its internal project management staffing or allocation at this time.

Question 150: *What internal staffing/resource commitment can MPS provide across Finance, HR/Payroll, Budget, and IT during implementation?*

Response:
MPS has not finalized specific internal staffing or resource allocations at this time.

Question 151: *Does MPS have an internal Organizational Change Management (OCM) team or plan in place, and will OCM activities be budgeted as part of this ERP project or handled separately?*

Response:
No, MPS does not have a dedicated OCM team.

Question 152: *Is the finance/ERP team organizationally separate from the HR/payroll team?*

Response:
Yes

Question 153: *Which employee populations use MPS's current time/workforce management solution, and how many employees and contingent workers are in scope?*

Response:
Please see employee census report included with RFP.

***Question 154*:** *What types of time need to be captured — regular hours, overtime, premiums, shift differentials, on-call/call-back, travel time, training?*

Response:
All of these time types are present in our current practices.

***Question 155*:** *How are time punches currently captured — physical clock, badge, mobile, web, or biometric?*

Response:
We do not have any time punch concepts in our current practices. Time is entered on "total hours worked" basis and approved by time approvers following our payroll cycle.

***Question 156*:** *For the Integrated Time Clock requirement (Section 5.9), does MPS require physical clock hardware at school sites, or is mobile/web clock-in with geofencing sufficient?*

Response:
MPS is open to exploring available options with finalist vendors.

***Question 157*:** *Approximately how many employees are expected to use time-clock functionality versus self-service time entry?*

Response:
We would look to migrate our non-exempt (hourly) employee populations to utilize the time-clock functionality.

***Question 158*:** *Are employees allowed to edit their own submitted time?*

Response:
Yes - if corrections are necessary the employee is responsible for correcting time entries.

Question 159: *What time rounding rules are required?*

Response:
We have no policy-defined time rounding rules today, but will explore options with finalist vendors.

Question 160: *What exception rules need to be enforced (e.g., missed punches, late arrivals)?*

Response:
Both exception rules listed will be present and will need to be accounted for. There may be other rules that will be explored with finalist vendors.

Question 161: *Is staff scheduling currently manual, automated, or a hybrid process?*

Response:
Our current ERP assumes staff are working the same number of hours 5 days a week. There is no current system of records for staff schedules who deviate from this standard.

Question 162: *How far in advance are schedules typically created?*

Response:
Our school board sets our student calendars on a 3-year basis. Employee calendars are set on an annual basis. Individual position schedules are also set on an annual basis but may change during the school year based on need.

Question 163: *Are schedules fixed, rotating, or variable across employee groups?*

Response:
Schedules are both fixed and variable, usually set on a weekly basis.

***Question 164*:** *How are FMLA, sick leave, disability, and other statutory leaves currently administered?*

Response:
Per statutory and collective bargaining agreement requirements.

***Question 165*:** *Are leave requests integrated with scheduling today, and is that integration required in the new solution?*

Response:
We are uncertain what is meant by scheduling in this question and are not able to respond.

***Question 166*:** *Does MPS require sourcing/RFQ/bid management, supplier onboarding or self-registration, or catalog-based purchasing as part of this solution?*

Response:
Purchasing functionality is included in the scope of the RFP. Vendors should address the applicable purchasing requirements identified in the RFP.

***Question 167*:** *Does MPS require a supplier-facing vendor portal for PO acknowledgment, invoice submission, or payment-status visibility?*

Response:
Purchasing functionality is included in the scope of the RFP. Vendors should address the applicable purchasing requirements identified in the RFP.

***Question 168*:** *How does MPS currently manage and store vendor contracts, and is contract lifecycle management in scope for this RFP?*

Response:
MPS contracts are currently stored electronically in our current system and on the District's network drive.

Question 169: *Are purchasing cards (P-Cards) issued to staff, and if so, should P-Card transactions be reconciled within the new ERP?*

Response:
Yes. This would be ideal, but vendors should propose their best practice.

Question 170: *Approximately how many active vendors does MPS maintain, and how many purchase requisitions/purchase orders are processed per month, with what average number of line items per PO?*

Response:
Approximately 17,400 Active Vendors, 1400 monthly POs and 2-3 line items per PO

Question 171: *Is employee travel/expense reimbursement in scope for this procurement, or handled by a separate system today? If in scope, approximately how many expense reports are filed per month and by how many employees?*

Response:
Yes, employee travel/expense reimbursement is in scope for this procurement. Using last year's data, 2948 expense reports were processed, average 245 per month, submitted by 558 employees.

Question 172: *Does MPS prepare budgets at the school/site level, department level, or both?*

Response:
Both

Question 173: *What is MPS's budget development cycle and timeline, including the number of budget revisions/amendments processed per year and the Board approval process?*

Response:
Budgets are allocated and submitted from January through March. Final budget approval is at the June school board meeting.

Question 174: *Does MPS currently use a separate budgeting tool or platform that this ERP should replace, or would MPS prefer to retain it and integrate?*

Response:
MPS is open to considering budgeting functionality as part of the proposed ERP solutions, consistent with the scope and requirements identified in the RFP.

Question 175: *Does MPS require multi-year budget forecasting or long-range financial planning capabilities as part of this solution?*

Response:
No; district is open to vendor options on a tool

Question 176: *Can MPS provide anticipated user counts by role/tier (admin/power users, standard ERP users, self-service users, budget users)?*

Response:
Employee portal users: 8,357
Staff with budget access: 368
Super users: 73
Time approvers only: 78
Display budget users only: 91
Maintain budget users: 226

Question 177: *Can MPS share approximate transaction volumes — AP invoices/month, cash receipts/month, payroll runs per year?*

Response:
Approximately 3,000 AP invoices per month; Cash Receipts approximately 200/month; payroll runs - 26/year

Question 178: *How many collective bargaining/union agreements does MPS administer, and how many distinct payroll cycles/areas are in use?*

Response:
MPS administers 38 distinct sub groupings of employees. This is a mixture of CBA covered employees, skilled trades groups and at will staff.

Question 179: *Approximately how many funds, cost centers, and active grants does MPS track today?*

Response:
Funds: we are currently at ~60, could increase as bonds are added or additional differentiations are required; ~300 cost centers; ~170 grant numbers

Question 180: *Approximately how many fixed assets and asset classes does MPS track today?*

Response:
Approximately 3600 fixed assets; 7 asset classes

Question 181: *How many bank accounts and financial institutions does MPS reconcile against, and does MPS require positive pay or lockbox support?*

Response:
Approximately 20 accounts; yes to positive pay; unknown what lockbox support refers to

Question 182: *The RFP timeline shows "Implementation begins following contract execution" but doesn't state a target go-live date. Does MPS have a preferred or required go-live date?*

Response:
See response to Question 52.