

Addendum #2
Cognos Business Intelligence and Analytic Applications Services
RFP Pre-Proposal Conference
Thursday, October 2, 2014

Cognos BI/Analytics RFP Pre-Proposal Q&A

1. Is there a current incumbent? If yes, how much is the current contract value?
 - a. Yes, IBM. \$500k
2. Is the incumbent(s) eligible to respond to the RFP?
 - a. Yes
3. Did the city do an effort analysis/estimate for the scope of work mentioned in the RFP? If yes, what is your estimated effort?
 - a. Yes, 4500 hours (2 full-time resources for 12 months, Phase II and III)
4. Is the city looking for a single consultant or a team of consultants to work on this project?
 - a. A team of 2-3 consultants from one vendor.
5. Can we submit hourly rates for the consultants we propose?
 - a. Yes, all-inclusive hourly rate and a separate remote rate.
6. Would there be any dependencies during the course of the project since other vendors like IBM are also working simultaneously?
 - a. Minimal dependencies
7. Would our consultants have to work 40 hours every week?
 - a. Yes
8. Will this opportunity consist of 40 hours per week continuously, each and every week (excluding holidays, planned time off, etc.), for Consultant personnel during the entire contract engagement period?
 - a. Yes
9. What is the payment schedule? Monthly invoices based on hours worked or based on deliverables?
 - a. Semi-monthly invoices (due the 15th and end of month) based on hours worked.
10. Do you have a budget for this scope of work?
 - a. Yes
11. Do you have a preferred vendor for IT services?
 - a. No
12. Are you willing to consider out-of-state vendors?
 - a. Yes
13. Are you looking for the vendor to manage and deliver the project or augment your team with Cognos BI?
 - a. Not managing the project. Need to augment our team with Cognos BI.
14. How large is the current Oracle data warehouse?
 - a. 88 GB
15. How many IBM personnel have been on the project or will be during Phase I? If more than one, are they performing work concurrently or sequentially?

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- a. 1 IBM resource
- 16. What consultant personnel (IBM) roles have been identified or fulfilled in Phase I?
 - a. Analytics Apps Developer
- 17. What roles have been identified for Phase II? Phase III?
 - a. Analytics Apps Developer and Report Writers for both Phases
- 18. Is more than one consultant personnel expected (i.e., 40 hours total or 40 hours each)? If so, has the city determined the number of Consultant hours required for Phase II?
 - a. Yes, 2-3 full-time resources 40 hours a week.
 - b. Phase II: 2500-3000 hours
- 19. What is the planned/expected timeline for Phase II? Phase III?
 - a. Phase II – Mid 2015
 - b. Phase III – TBD
- 20. What is the planned/expected “go live” date for the ERP program?
 - a. Mid 2015
- 21. Thus far, what have been the main challenges of implementing the new system?
 - a. Finalize reporting requirements
 - b. Resource constraints with City SMEs
- 22. Approximately how many reports have been identified for Phase II? Phase III? Have levels of complexity or approximate development efforts been determined for any/all reports?
 - a. This has not yet been determined and the team is still working on reporting inventory.
- 23. Will any pre-existing Cognos BI applications (i.e. reports, analyses, etc.) require a physical migration and upgrade from the current/prior implementation?
 - a. No
- 24. Is there any project documentation which may be available for review (Project plan, Requirements, etc.)?
 - a. No. Project plan and requirements for Phase II and III are still being worked on.
- 25. What is the skills matrix for must-haves?
 - a. BI knowledge
 - b. Build reports
 - c. Knowledge in data warehouse
 - d. Analytics Applications knowledge
- 26. During contract negotiations can we switch out resources if needed?
 - a. Yes
- 27. What are the list type reports vs. dashboards?
 - a. It is too early to know. The City is still in analysis phase and would like assistance from the vendor to identify this.
- 28. What are the training and knowledge transfer expectations?
 - a. City staff and consultant to work side-by-side so when consultant leaves the knowledge transfer will have happened through mentoring.
- 29. What does the training entail? Is it for end users and report builders?
 - a. The City has identified the users who need training.

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- b. Yes
- 30. When does the City expect to execute a contract?
 - a. December 2014 – January 2015
- 31. Does the City want actual named resources in the response?
 - a. The City wants to choose and know who will be brought in. Included in this, the City would like to know the vendor's approach to the project.
- 32. Is on-site preferred?
 - a. On-site is preferred for interacting with project members.
- 33. Who is the audience for reports?
 - a. Phase I and II – Finance and Field staff
 - b. Phase III – Human Resources and all employees
- 34. Will some of the reporting data be used for Open Data?
 - a. Yes.
- 35. Is BI or Analytics Applications the preference?
 - a. The City would like to explore both.
- 36. What version of the products do you expect to use?
 - a. The City is currently on 10.1 but is looking to upgrade BI to 10.21 early 2015.
 - b. We will look to explore some of the new functionality in the new version.
- 37. Real-time reports vs. Cognos reports?
 - a. Real-time reports will come from the system
 - b. Summary and non-real time reports will be candidates to come from Cognos
 - c. Cognos will not be the City's only reporting database
- 38. Is the City working off any go-live schedule where there might be a dependency for this project?
 - a. Yes, Phase I and II will go live with the ERP Program in mid-2015.
- 39. Does the City of Minneapolis wish to have financial statements from both the prime and the sub?
 - a. No, just from the prime.
- 40. How many years of financial statements does the City want vendors to submit?
 - a. Last three (3) years
- 41. How many company references does the City want vendors to submit?
 - a. Three companies you are currently doing business with and three companies with similar business experience who you have done business with in the past.
- 42. What is the current contract value?
 - a. There is a budget in place for this project. Vendors are to propose the contract value per their response to the RFP.
- 43. Will the City consider extending the proposal due date?
 - a. Yes. Responses are due Wednesday October 22, 2014, Noon CT.
- 44. What is the period of performance for Phases I-III
 - a. Mid December, 2014 to July, 2015 for Phase I and II. End date for Phase III is TBD.
- 45. The RFP states that IBM is currently onsite assisting with this effort. Is there a reason the City didn't put this in the scope of IBM's contract?

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- a. The scope of work has changed since the initial IBM contract.
- 46. What role will IBM play in the scope of these services?
 - a. Help design and develop data warehouse and analytic applications.
- 47. The RFP mentions IBM is currently responsible and performing work required for Phase I. Is IBM a consideration for or intending to bid for Phase II / Phase III iterations? If 'no', is it possible to provide reasons?
 - a. IBM can bid for Phase II and III.
- 48. Phase I is targeted for go-live mid-2015. What was the Start Date for Phase I? Average FTEs for the project?
 - a. Phase I started August 2014. We currently have two FTEs and one part-time PM on this project.
- 49. It is mentioned the EPM Application will be decommissioned upon completion of Phase I. Should an assumption be made that there are other EPM applications covered under Phase II / III, and will be decommissioned as well? We are trying to understand if just the GL / AP / PC applications under EPM will be decommissioned, but other EPM applications will remain in support UNTIL Phases II / III are completed.
 - a. The City only has GL/AP/PC in EPM. No other EPM modules need to be supported.
- 50. Regarding Phase II data integrations for Procurement and AR, what other data domains or modules are also considered for Phase II? We are asking to qualify for the statement "but not limited to" when describing data domains / ERP modules under scope for Phase II.
 - a. The following PS modules are also under consideration:
 - i. Commitment Control
 - ii. Purchasing
 - iii. Inventory
 - iv. Asset Management
 - v. Billing
 - vi. Treasury - Cash Management
- 51. When will Phase II deliverables be available to consultants?
 - a. December 2014
- 52. It sounds like the ERP upgrade, Phase I, and possibly some / all of Phase II deliverables are targeted within same go-live date. Could you please verify this statement?
 - a. Yes. All Phase I and Phase II deliverables are targeted to go live in mid-2015.
- 53. Approximately how many Fin / FSCM and HCM / ELM reports are currently in scope for migration to Cognos Adaptive Analytics and /or Cognos BI?
 - a. This information is not available at this time.
- 54. We are looking for the City to provide a brief description of current state environment and the need to better prepare data in order to offer direct-to-source access thru Cognos Reporting and XML publishing. As reports are reported direct to source, does the current state require data to be prepared in VIEWS, data dumps or other custom scripts in order to meet minimum performance standards?
 - a. No.

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55. Can users run reports "on demand", or are the reports run off peak and accessed statically?
 - a. Users can run reports "on demand".
56. It would be helpful if the City could assist with rough scoping by classifying the collection of current state reports as low, medium or high complexity. Can the team provide a best estimate percentage of each? For example, Low / Medium / High complexity reports are 20% / 60% / 20% respectively;
 - a. This information is not available at this time.
57. Our organization also provides managed services and hosting for any or all solutions scoped for delivery under Phase I, Phase II and Phase III. Would the City consider a managed support and / or hosted services for post go-live?
 - a. The City is using a managed support model for the data center. The application support will be handled by the City itself after go live.