# Solicitation 3400001443 Attachments A - K

## Attachment A – RFP Cover Page and Declaration

**The Vendor must complete and submit this Attachment. This Attachment shall be the cover page for the Vendor’s Proposal.**

|  |  |
| --- | --- |
| **Request for Proposal** | 3400001443 |
| **RFP Name** | Financial Management Information System |

|  |  |
| --- | --- |
| **Vendors Name:** |  |
| **Address:** |  |
| **City:** |  |
| **State:** |  |
| **Zip Code:** |  |
| **Point of Contact for this RFP:** |  |
| **Phone:** |  |
| **Fax:** |  |
| **Email:** |  |

**The following documents are required for this proposal (please mark off each document to acknowledge that you have submitted the document in the proper format):**

|  |  |  |
| --- | --- | --- |
|  | **Attachment A** | **Complete and staple as cover page in your proposal (no binders)** |
|  | **Attachment B** | **Fill in all required information on Cost Proposal Form** |
|  | **Attachment C** | **Fill in all required information on Contract Schedule** |
|  | **Attachment D** | **Complete and submit the Project Capability Checklist which includes: Level of Expertise, Risk Assessment, and Value Added.** |
|  | **Attachment E** | **Complete and submit Level of Expertise Capability Information. Submit references for each LE claim listed.** |
|  | **Attachment F** | **Complete and submit Risk Assessment Information** |
|  | **Attachment G** | **Complete and submit Value Added Information** |

## Attachment B – Cost Proposal and Supplier Information

**PROJECT COST PROPOSAL**

**On Premise On Cloud**

**Year 1: Project Rate:             / Initial Implementation**

**(Date of Award – 6/30/2017)**

**Year 2: Project Rate:** **/ Annual Service Renewal**

**Year 3: Project Rate:             / Annual Service Renewal**

**Year 4: Project Rate:             / Annual Service Renewal**

**Year 5: Project Rate:             / Annual Service Renewal**

**Year 6: Project Rate:             / Annual Service Renewal**

**Year 7: Project Rate:             / Annual Service Renewal**

**Year 8: Project Rate:             / Annual Service Renewal**

**Year 9: Project Rate:             / Annual Service Renewal**

**Year 10: Project Rate:             / Annual Service Renewal**

**Year 11: Project Rate:             / Annual Service Renewal**

**\*This sheet should indicate overall pricing for each year’s option. Vendors may submit additional pricing sheets that include detailed breakdowns of pricing**

**CRITICAL INDIVIDUAL COMPONENTS**

|  |  |
| --- | --- |
| Name of Vendor: |  |
| Name of Critical Individual 1: |  |
| Name of Critical Individual 2: |  |
|  |  |

## Attachment C – Contract Schedule

**CONTRACT DURATION**

|  |  |  |
| --- | --- | --- |
| Contract Duration: |  | (Calendar Days) |
| Note: The Contract Duration should include the total time from the anticipated authorization to proceed date to substantial completion. This must include time to complete all of the steps of the executive search process. | | |
| Contract Duration (Total Time): |  | (Calendar Days) |
|  | | |

Respondent must also attach a draft project MILESTONE schedule that starts from the anticipated authorization to proceed date to completion of service.

## Attachment D

## Level of Expertise, Risk Assessment, and Value Added Submittal Checklist and Format

The Respondent must complete and submit this checklist along with the Level of Expertise (LE), Risk Assessment (RA), and Value Added (VA) Submittal. This Checklist is not counted in the 6-page LE, RA, VA submittal limit. Failing to answer, or answering “No” to any of the questions below may result in disqualification.

Level of Expertise is 2 pages each

Risk Assessment is 2 pages each

Value Added is 2 pages each

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Is your LE, RA, VA Submittal 6 pages or less? |  | Yes |  | No |
| 1. Do you understand that your LE, RA, VA Submittal can NOT contain any names, past projects, or information that may used to identify who your firm is? |  | Yes |  | No |
| 1. Do you understand that you have to use the LE, RA, VA Submittal templates provided in this RFP and that you are NOT allowed to re-create the Submittal Templates (cannot alter font size, add colors, add pictures, etc) or handwrite your responses? |  | Yes |  | No |
| 1. Do you understand that the contents of LE, RA, VA Submittal will become part of the Contract? |  | Yes |  | No |
| 1. Do you understand that your Proposal may be disqualified if you fail to meet any of the above requirements? |  | Yes |  | No |

## Attachment E

## Level of Expertise Plan

This template should be used. The Level of Expertise Plan should identify the Respondent’s **capability to meet the project’s requirements** with a plan that meets time and cost goals. The capability claims should be prioritized (list the most important claims first). The Respondent may add or delete Level of Expertise Claim table templates, but do not exceed the **2-page** limit for this section. Do NOT include any identifying information in your Plan. Information listed under the “Documented Performance” line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

*Example (this example can be deleted to accommodate more claims)*

|  |  |
| --- | --- |
| **Level of Expertise Plan:** | *We have a significant amount of experience in social media projects and consistently deliver high performance* |
| **Documented Performance:** | *We have completed 45 social media projects in the past two years with a 0.5% cost deviation and 2% schedule deviation. Overall customer satisfaction rating of 9.5 out of 10 for these 45 projects.* |

|  |  |
| --- | --- |
| **Level of Expertise #1 Claim:** |  |
| **Documented Performance:** | *.* |

|  |  |
| --- | --- |
| **Level of Expertise #2 Claim:** |  |
| **Documented Performance:** |  |

|  |  |
| --- | --- |
| **Level of Expertise #3 Claim:** |  |
| **Documented Performance:** |  |

|  |  |
| --- | --- |
| **Level of Expertise #4 Claim:** |  |
| **Documented Performance:** |  |

|  |  |
| --- | --- |
| **Level of Expertise #5 Claim:** |  |
| **Documented Performance:** |  |

|  |  |
| --- | --- |
| **Level of Expertise #6 Claim:** |  |
| **Documented Performance:** |  |

|  |  |
| --- | --- |
| **Level of Expertise #7 Claim:** |  |
| **Documented Performance:** |  |

|  |  |
| --- | --- |
| **Level of Expertise #8 Claim:** |  |
| **Documented Performance:** |  |

**Attachment F**

**Risk Assessment Plan**

This template should be used. The Risk Assessment Plan should address the risks that the Respondent **does NOT control**. The risks should be prioritized (list the greatest risks first). The Respondent may add or delete Risk table templates, but do not exceed the **2-page** limit for this section. Do NOT include any identifying information in the Plan. Information listed under the “Documented Performance” line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

*Example (this example can be deleted to accommodate more claims)*

|  |  |  |
| --- | --- | --- |
| **Risk Description:** | *Risk that is not identified by client professional, competing vendors, or expert vendor will be identified and solved within 3 days maximum (unless more time is justified and requested).* | |
| **Risk Impact / Why is this a Risk?** | *Unforeseen circumstances/risks may cause a deviation to our planned baseline expectations.* | |
| **Solution:** | *Once we are notified of a change, we will take the following action:*   1. *Vendor shall immediately notify the State the same day as discovery of potential cost and time impact.* 2. *Vendor shall find best possible options to minimize risk, with accompanying cost and time.* 3. *Vendor will then present to State with justification as to why the best.* | |
| **Documented Performance:** | *We use this approach as part of every project we complete. We have had to use the approach 15 times over the past 3 years. Our solution resulted in less than 1% change orders, and 100% of the clients on these 15 projects rated our performance 10 out of 10.* | |
| **Risk Description #1:** | |  |
| **Risk Impact / Why is this a Risk?** | |  |
| **Solution:** | |  |
| **Documented Performance:** | |  |

|  |  |
| --- | --- |
| **Risk Description #2:** |  |
| **Risk Impact / Why is this a Risk?** |  |
| **Solution:** |  |
| **Documented Performance:** |  |
| **Risk Description #3:** |  |
| **Risk Impact / Why is this a Risk?** |  |
| **Solution:** |  |
| **Documented Performance:** |  |

## Attachment G

## Value Added Plan

This template must be used. The Value Added Plan should identify any **value added options or ideas that may benefit the Owner**. The value added claims should be prioritized (identify the most important claims first). The Respondent may add or delete Value Added Claim table templates, but do not exceed the **2-page** limit for this section. Do NOT include any identifying information in the Plan. Information listed under the “Documented Performance” line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

*Example (this example can be deleted to accommodate more claims)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Claim:** | *This would be the place to offer service/package/optional remittance method (etc) not requested in the solicitation-insert description here* | | | | | | |
| **How will this add value?** | *How would the item described above add value to the State’s contract?* | | | | | | |
| **Documented Performance:** | *State in general terms where offered and the results* | | | | | | |
| **Cost Impact (%):** | *What is cost or hourly rate?* | | | ***Schedule Impact (%):*** | | *What is the unit of measure for the cost?* | |
| **Item #1 Claim:** | | |  | | | | |
| **How will this add value?** | | |  | | | | |
| **Documented Performance:** | | |  | | | | |
| **Cost Impact (%):** | | |  | | **Schedule Impact (%):** | |  |
| **Item #2 Claim:** | |  | | | | | |
| **How will this add value?** | |  | | | | | |
| **Documented Performance:** | |  | | | | | |
| **Cost Impact (%):** | |  | | | **Schedule Impact (%):** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #3 Claim:** |  | | |
| **How will this add value?** |  | | |
| **Documented Performance:** |  | | |
| **Cost Impact (%):** |  | **Schedule Impact (%):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #4 Claim:** |  | | |
| **How will this add value?** |  | | |
| **Documented Performance:** |  | | |
| **Cost Impact (%):** |  | **Schedule Impact (%):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #5 Claim:** |  | | |
| **How will this add value?** |  | | |
| **Documented Performance:** |  | | |
| **Cost Impact (%):** |  | **Schedule Impact (%):** |  |

|  |
| --- |
|  |

Attachment H

Clarification / Pre-Award Phase Guide

1. **Overview**
   1. The clarification/Pre-Award Period is not a negotiation period. Respondent will not be permitted to modify their cost/fee/financial rate, project durations, or project team unless the State requests changes. The Clarification/Pre-Award Period is started by the notification of the best value vendor, and ended by the final presentation to the State after all issues have been addressed. If the State is not satisfied during the Clarification/Pre-Award Phase, or upon completion of the Pre-Award Meeting, the State may consider another Respondent for potential award (this Respondent would also have to conduct a Pre-Award Meeting). If the State is satisfied with the potential best-value Respondent, they will proceed to issue and Award and Contract.
   2. The Pre-Award Phase is carried out prior to the signing of the contract. The State’s objective is to have the project/service completed on time, without any contractor cost increases, and with high customer satisfaction. At the end of the project, the State will evaluate the performance of the Respondent based on these factors, so it is very important that the Respondent preplans the project to ensure there are no surprises.
   3. It is the Respondent’s responsibility to ensure it understands the scope of the project and clearly identify what they are delivering. It is the State’s responsibility to ensure that it conveys any potential concerns and issues before the contract is signed. It is the Respondent’s responsibility to manage and mitigate the risk of the project.
   4. The Pre-Award Phase provides the Respondent with a final opportunity to identify “what is in” and “what is out” of their proposal. This is attached with a milestone schedule and a cost, and proposed schedule of values. The State has the right to accept or deny this proposal. The State also has a right identify their perceived risks, concerns, and issues which it will require the Respondent to mitigate and manage. The major products of the Pre-Award Period include the scope of the project, the milestone schedule, the Risk Management Plan (RMP), the cost breakout of the project, and the weekly risk report (WRR). The pre-planning should include all coordination and identification of all risks that cannot be controlled by the Respondent.
   5. In many cases, one of the Respondent’s biggest risks (in terms of delivering the service with high satisfaction) is the State. Therefore, it is in the Respondent’s best interest to identify any issues or concerns ahead of time during the pre-award phase. The Respondent should minimize their risk by creating documentation that assists them to be proactive in mitigating risk.
2. **Pre-Planning and Coordination**
3. Respondents may be required to provide the State with supporting documentation of any information listed in their submittals before entering the Pre-Award Phase.
4. Once the best value Respondent is notified, the State may provide a list of risks identified by the other Respondents and a list of any State issues or concerns.
5. The State requires that the Respondent attend a Kick-Off Meeting to present their proposal, the milestone schedule, their risk management plan (RMP), and to seek additional issues or concerns that the State may have. It is also an opportunity to meet all participants who may be a stakeholder in the project. The Respondent is required to perform the following functions as part of, or in preparation for, this Kick-Off Meeting:
   1. Ensure that the State Project Manager has invited all State stakeholders and participants to the meeting.
   2. Present the scope of their services (“what is in” and “what is out”).
   3. Present their milestone schedule and their risk management plan (RMP). This includes risks and potential mitigation to the risks.
   4. Identify State responsibilities.
   5. Present their Weekly Risk Report (WRR) format.
   6. Identify any risks presented by State.
   7. Listen to concerns, issues, and comments from stakeholders.
   8. Propose a schedule to finalize Pre-Award Period and the contract documents.
6. Once the Pre-Award Kick-Off meeting is held, and if the State is comfortable with the Respondent’s proposal, the Pre-Award Phase begins. The Respondent will be required to complete the following:
   1. Revisit the site/buildings/campus to do any additional investigating (if applicable).
   2. Coordinate with all parties that will be involved with the project.
   3. Resolve concerns and issues they have with mitigating actions.
   4. Finalize the Pre-Award Documents (contract, WRR, Milestone schedule, RMP, project scope)
7. **Pre-Award Documents**

The final Pre-Award Document will include the following:

1. Finalized scope documents
2. Risk Management Plan (RMP)
3. Milestone schedule
4. Weekly Risk Report form (WWR)
5. Project financial summary
   1. The Respondents Original Project Rates
   2. A list of agreed/accepted Value Added Options (with impact to cost)
   3. A list of agreed upon Scope Changes or Additional Work (if applicable and with impact to cost)
   4. A schedule of values
6. Complete detailed project or services schedule
7. Project action item checklist of State actions
8. Project and emergency contact list
9. **Pre-Award Meeting**
   1. The Pre-Award Summary Meeting is held at the end of the pre-award phase and is used to present a summary of what was developed and agreed upon during the pre-award phase. The pre-award meeting is not a question and answer session. The Respondent and State stakeholders must not wait for the meeting to ask questions. All coordination and planning with the State should be done prior to the meeting.
   2. The Respondent should give a presentation, which walks the State through the entire project and summarizes all of the coordination/planning done during the pre-award period. The Respondent should bring their team and all the documents specified in the Pre-Award Document. The Respondent should come with documents explaining what the State is responsible for in this project and should identify exactly what they want from the State with due dates. The Respondent must convince the State that they have minimized all risks and will not be surprised once the project begins. The pre-award meeting presentation (and meeting minutes, if applicable) will become part of the contract along with the other documents stated the Pre-Award Document.

## Attachment I

## Weekly Risk Report (WRR)

**Overview**

The Weekly Risk Reporting System (WRRS) is a companion to the QC Plan that is created by the best value Respondent during the Pre-Award Phase. The report serves as a tool for the Owner in analyzing the performance of each Project based on risk. The WRRS does not substitute or eliminate weekly progress reports or any other traditional reporting system (that the Respondent may do).

The purpose of the WRRS is to allow the Respondent to manage and document all risks that occur throughout a Project. Risk is defined as anything that impacts the Project cost or Project schedule. This includes risks that are caused by the contractor (or entities contracted by the contractor), and risks that are caused by the Owner (scope changes, unforeseen conditions, etc). The Owner Project Manager may also require the Respondent to document risks that may impact Owner satisfaction.

**Submission**

The weekly report is an excel file that must be submitted on the Friday of every week. The report is due every week once the authorization to proceed is issued, until the Project is 100% complete (and final payment is made). Please contact the State Project Manager if you have not received an electronic version of the spreadsheet (once the authorization to proceed has been issued).

The completed report must be saved using the date and name of the Project given by the State (Format: YYMMDD\_Project Name\_Project ID; For example, ‘Polk Project’ for the week ending Friday, March 1, 2005, should be labeled ’050301\_PolkProject\_01-123-45-6789’). Weekly Reports are to be emailed (by midnight each Friday). Awarded supplier will be notified after award of the contact person to email these reports to.

**Online Guide and Tutorial**

A short video tutorial is also available online which provides information on the reporting system. Respondents are required to watch this video prior to completing/submitting the weekly reports.

The weekly report consists of scope changes or unforeseen events that are risks to the Project in terms of cost, schedule, or State satisfaction including any issues that could potentially develop into a risk. When a new issue is identified, it is added to the Project risks, along with the following: Identification date (date the risk was identified), plan to minimize the risk, resolution due date, impact to critical path or schedule (in days), and impact to final cost (in dollars).

Prior to submitting the report, the Respondent must contact the State Project Manager if there are any risks or potential risks identified. The Project Manager is required to provide a satisfaction rating based on the identified risk and the Respondents plan to mitigate the risk. The rating is based on a scale of 1-10 (10 being completely satisfied and 1 being completely dissatisfied). The Project Manager may modify their satisfaction ratings at any time throughout the Project. When a risk is resolved, the actual date of resolution must be listed.

The Respondent is also required to submit a detailed Project schedule (including the authorization to proceed date, substantial completion date, and final payment date) in the weekly report. The schedule report must contain the Respondents original schedule along with the current estimated schedule.

The State will analyze the reports for accuracy and timeliness. The report will be used in part by the Owner to determine the overall final performance rating of the Respondent (and its team).

## Attachment K

## OSDH Background, Functional Units, and Current Environment Information

**Background:**

The Oklahoma State Department of Health (OSDH) is the state public health authority. The mission of the OSDH is to protect and promote health of the citizens of Oklahoma to prevent disease and injury, and to assure the conditions by which our citizens can be healthy. To support the mission, OSDH is organized into four major business divisions: Protective Health Services Division; Community and Family Health Services Division; Prevention and Preparedness Services Division; and Offices under the Senior Deputy Commissioner including Operations. Within the Operations Division are the business services including: Building Management and Internal Services, Financial Services, Communications, Human Resources, and Vital Records.

As a governmental public health organization, OSDH has authority over its jurisdiction – an authority which comes with the responsibility to convene and collaborate and to contribute to societal responsibility through enhanced public health capacity. Financial support for OSDH activities is received through grants, state appropriations, and numerous revolving funds including county millage, vital records fees, licensing activities, penalties and clinical services. In addition, OSDH receives reimbursements for services provided from Medicaid, Medicare, and private insurance.

Unlike most state agencies, in addition to state and federal fund sources, OSDH is partially supported through county tax revenues. The 68 county health departments are administered by the OSDH at the local level, with operations funded jointly by the OSDH and the local county government. One of the systems to be replaced through this project is the Local Expenditure Program (LEP), which is the financial system for county health departments’ local funds and coordinates the exchange of financial data between the OSDH Central Office and local county health departments. The LEP system is a distinct and separate financial system from the State of Oklahoma’s CORE/Peoplesoft or the OSDH Central Office primary financial system.

The OSDH Financial Services Division interacts with other state and federal agencies including the Oklahoma Office of Management and Enterprise Services (OMES), State Treasurer’s Office, US Department of Health and Human Services, US Department of Agriculture, and a multitude of online grant application and reporting sites. Much of the interaction with these agencies is through redundant data entry due to a lack of system integration and interoperability.

**Functional Units:**

The OSDH Financial Services Division is comprised of eight (8) functional units. These units are functionally interdependent, and each is subject to the authority and requirements of multiple state and federal agencies.

**Budget/Funding:** The Budget and Funding Unit is responsible for analyzing data associated with the agency financial transactions, operations, revenues, and expenditures. The Budget and Funding Unit develops, analyzes and executes budgets by developing, along with other analysts, agency budget work programs providing information pertaining to specific service areas within the agency. This process provides a financial picture of estimated financial obligations for a service area for the forthcoming fiscal year and/or grant period. The Budget and Funding Unit reviews revenue projections from all sources including, but not limited to grants, contracts, fees, revolving funds and appropriations; performs analysis to determine on-going budgetary requirements and adjust budgets as necessary with guidance from OSDH program areas and financial coordinators; and provides continuous analysis of revenue throughout the year when there is a change in personnel, funding, and/or scope of work.

The Budget and Funding Unit provides OSDH service areas with periodic and as-needed reports with forecasted expenditures and current balance of allotted funds; Indirect cost rates, personnel cost per employee, and other miscellaneous costs to be included as part of a grant application and reviews budget grant applications for accuracy and makes suggestions for corrections before a grant is submitted for approval. Every position hired by the agency or product or service purchased has to have funding provided by the Budget and Funding unit.

**Reporting:** The Reporting Unit prepares Federal Financial Reports for expenditure reporting to the federal government. The Reporting Unit is responsible for preparing cost schedules for billing of project costs on various agency contracts; compiling statistical, financial, or accounting reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses. The data required to produce these reports requires daily, weekly and monthly maintenance of files and records.

**Accounts Payable:** The primary function of the Accounts Payable Unit is to audit and process invoices for payment; respond to payment inquiries from external and internal customers; and, prepare various statements, Schedule I for CAFR reporting, 1099 report verification and issue, issue stop payment notices, warrant cancelations and re-issue of payment warrants, refund reconciliations, encumbrance reconciliation etc.

**Receipts:** The Receipts Unit is responsible for all receipting including customer receipts, selecting the appropriate program/fund in the clearing account receipting system for payments from walk in customers including cash, checks/money orders and credit cards andfor payments from incoming mail and wire payments;  receipting wire payments and governmental checks in direct deposit system using the correct funding.  Each employee will reconcile receipts at the end of each day against an employee receipts report.  Each day run activity report for each program area in order to reconcile receipts by program and forward copy of the receipt and paperwork to the program areas.  Prepare deposit each morning to go to Treasury.  Each month transfer funds from clearing account.  Process refunds and chargebacks.

**Procurement**: The Procurement Unit is responsible for establishing encumbrances and contracts; contract administration; administration of the agency P/Card program; maintaining and adjusting encumbrances and contracts due to renewals, contract modifications/amendments, budget revisions, and funding changes; and, works with Accounts Payable and Budget & Funding to resolve issues related to encumbrances and funding which are preventing processing of invoices.

**Payroll:** The Payroll Unit is responsible for maintaining employee time and leave in a time and leave-keeping system that is uploaded into the state PeopleSoft Payroll system biweekly. There are 44 processing steps to complete Payroll for payment to employees before the state mandated deadline. Three separate data bases are utilized in posting Payroll costs to the General Ledger. Leave is reconciled between the time/leave-keeping system and state PeopleSoft system. Title 63, Title 74, A-87, A-133, OMES procedures and OSDH procedures are followed to ensure financial compliance with agency practices and procedures, and state and federal laws, rules and regulations.

**Billing:** The Billing Unit is responsible for all billing and reconciliation including, but not limited to, clients, Medicaid, Medicare, and private insurance.

**Reconciliation:** The Reconciliation Unit is responsible for monthly reconciliation of all OSDH funds and accounts to OMES. Reports used for reconciliation are expenditure, revenue, cash reports from the current OSDH system (FISCAL) and the state CORE PeopleSoft system. Areas of focus include; clearing account, deposits, expenditures, cash, PMS, PCard, UPE, workers compensation, payroll manual transfer, journal entry corrections/adjustments, projections and funding specialty invoices.

All OSDH information technology needs are supported through the OMES Information Services Division pursuant to HB1304, which consolidated the State of Oklahoma’s information technology functions.

## Current Environment:

The Finance Unit within the OSDH works in multiple data systems to conduct business and to meet federal and state regulatory requirements in supporting complex programs. The following are examples of the various data systems that are used directly or indirectly by the OSDH Financial Services Division.

* PeopleSoft (CORE) is the main accounting system for the State of Oklahoma controlled by OMES. State agencies, including OSDH, are mandated to collect and store financial data for state-level reporting in the CORE system. OSDH requires a separate financial system to enable detailed tracking of financial data for grant reporting which cannot be effectively managed through the CORE system. Interoperability with CORE is an objective of this project.
* FISCAL, an IBM OS391.7 main frame system, ‘houses’ the General Ledger supporting the central office financial services area—supported by 92 distinct backend processes for updates and processing. The primary objective of this RFP is to replace the FISCAL system and as many supporting processes as possible.
* LEP is an electronic bookkeeping system for maintenance of the appropriated accounts, cash balance, and county budget in County Health Departments.
* Public Health Oklahoma Client Information System (PHOCIS) is an internally developed client management system that supports county-level public health activities and services. The Productivity and Accounts Receivable (PAR) module of PHOCIS is an electronic bookkeeping system for receipting all money received in the County Health Departments, maintenance of the Account Receivables and collection of statistical tabulations for local, state and federal reporting and program evaluation. The OSDH has the ability to retrieve statistical and patient information from the PAR module.
* The Clearing Account is an internal Access database which houses temporary accounts holding revenue until it can be transferred to program/project line items in FISCAL.
* ApplicationXtender (AppXtender) is a document management system used to store images for Procurement (all contract and purchase order files) and Accounts Payable (all vouchers). Voucher images stored in Application Xtender are interfaced to the state’s financial system (Peoplesoft/CORE). The OSDH Receiving Unit also scans packing slips to this system which are used for matching invoices by AP. The OSDH Receiving Unit depends on Procurement’s scanned images for index value lookups for their scanning.
* AMANDA, a CSDC System, is the Oklahoma for enterprise licensing system used to manage the application, renewal, and fee payment process for various professions regulated by the OSDH, as well as other state agencies.
* The Oracle Hyperion system is an OMES system to manage all state agency fiscal budgets.
* The Contract Monitoring and Administration System (CMAD) is an internally developed system that is used to facilitate the monitoring and administration of professional service and sub-recipient contracts. The system is designed to monitor contractual expenditures at the line item budget level and to facilitate management of contractor reporting compliance as required for federal grants and contractor performance evaluation.
* The Vital Records scanning system (VR Scan) is a system used to support vital records – tool used to service walk-in requests for birth and death certificates. This module provides a bridge between the Financial Services receipting system and the Vital Records ROVER system to manage birth and death records.
* The Bank of America Works (Works) system is a web-based system provided by Bank of America and used to manage all aspects of the State of Oklahoma’s P/Card (corporate credit card) program. The OSDH utilizes this system to facilitate required internal approvals and assignment of a funding source to each proposed P/card purchase before it takes place utilizing the electronic requisitioning function of the system. When the P/card payment is processed in the system, the cardholder must associate the payment to a purchase request and sign off on the transaction. When performed correctly by the cardholder, this copies the funding entered on the purchase request to the P/card transaction. The transaction then moves in an electronic approval queue to the Budget Office, where it can be reviewed and the funding data can be modified or corrected as needed. All finalized transactions are uploaded to the CORE system for payment to Bank of America once per month. Corresponding entries are then manually entered into fiscal to balance the agency’s financial data and enabling reporting of grant expenditures by P/card. Financial data can easily be exported from Works in Excel and .csv formats.
* The Payment Management System (PMS) and Automated Standard Application for Payments (ASAP.gov) are federal payment management systems used to manage cash draws against federal letters of credit.
* Staples is a vendor-managed ordering portal for office supplies by all state agencies. Allocation of funding sources for each purchase is captured in this system and used to determine fund sources of payment of each monthly invoice.
* AT&T is a vendor-managed ordering portal for mobile telecommunications devices (blackberries, cell phones, mobile hot spots). Data in this system are used to manage funding for payment of individual invoices.
* Health e-Web (HEW) is a contracted vendor portal (clearinghouse) to manage billing private insurance providers for clinical services.
* Oklahoma State Immunization Information System (OSIIS) is the immunization information system. Data is extracted from OSIIS for billing purposes.