

## **REQUEST FOR PROPOSALS**

### **JDE 9.2 Upgrade and Enhancements**

**DATES:** RFP released November 15, 2021. Proposals due December 3, 2021.

#### **Zoom Scheduled Interviews:**

- December 9<sup>th</sup>, 1:00pm – 4:30pm CDT
- December 10<sup>th</sup> 8:00am-12:00pm, 1:00pm-4:30pm CDT

**RESPOND TO:** Joshua T. King-HagE, IT Project Administrator I , [\(218\) 878-7485](tel:(218)878-7485), [JoshuaKing-Hage@fdlrez.com](mailto:JoshuaKing-Hage@fdlrez.com)

#### **I. Background and Goals**

JDE 9.1 is the Fond Du Lac Reservation ERP system of record. The JDE hardware and software have not been upgraded since 2012; even so, the system has not been fully utilized. This project will bring us current with the release and allow us to use more of the system. It is our goal to replace our manual processes and paper methods to become more electronic and automated.

Objectives:

- Infrastructure strategy (on-prem or cloud) and hardware upgrade
- JDE 9.2 Licensing costs (new purchase)
- Foundational configuration changes
- Functional enhancements

We have identified stakeholders from the different FDL divisions and enterprises and created a Steering Team. The project does have the approval and backing of the Tribal Council members and Executive Directors. We recently completed an ERP Needs Analysis and have confirmation that JD Edwards is still a good fit for our organization and that it can meet our needs, as well as move us forward. Our plan is to upgrade, implement, and then stay current going forward. For the duration of the implementation project, if tribal ordinances allow, we plan to meet in person as the Steering Team either weekly or bi-weekly to keep the project on task and moving.

Fond du Lac is also looking for a Project Manager to be included with the proposal.

#### **Hardware and infrastructure strategy**

What will be the best and most cost-effective infrastructure to run our upgrade on? We currently have a Windows 2008 R2, 2 node SQL server cluster. All other JDE Servers (Win 2008 R2) are part of a VMware cluster, across all environments.

#### **JDE 9.2 Licensing costs**

Straight up purchase, need pricing and Software assurance

## **Foundational Configuration Changes**

As we understand, in order for us to fully utilize JDE for HCM, there will need to be some time spent reconfiguring the system. The reconfiguration will keep us as out of the box as possible so that we may utilize the system to its fullest capacity. This may require some data migrations in order to “undo” some of the field use that had occurred in the past. The goal is to be able to use fields as intended by Oracle so that we can accomplish all other goals listed.

Complete redesign of the Human Capital Management and Payroll functionality

- Utilizing overtime rules

- Changing how fields are utilized on the employee master

- Take a close look at supplemental data and user defined codes

- Adjusting DBA code setup to allow for benefits self-service and better automation of limits

- Review the company and business unit setup to allow cleaner tracking of transactions in history

## **Functional Enhancements**

Begin using the Procurement module for electronic purchasing and related electronic workflow

Inventory Module with cycle counts

Enhanced financial reporting which reflects committed costs and is independent of fiscal year

Reduction in days to Financial Close process by reducing manual processes

Redesign of InterCompany Transactions and Processes to assist with financial close

Capital Asset Management

Rental Management of Propane Tanks

Service Work Orders & Preventative Maintenance of tribal assets

Sales Order Processing

Redesign of Accounts Receivable statements and delinquency notices

Implement Rental Management with Real Estate

Begin using Employee Self Service and Manager Self Service

- Electronic time cards where time clocks are not used

- Online paycheck review and printing

- Online W-2 printing

- Address changes

- Deduction changes

Begin using Benefits Self Service

Global Leave Administration

Applicant Recruitment – which may require a 3<sup>rd</sup> Party solution.

Compensation Management – which may require a 3<sup>rd</sup> Party solution

Performance Management – which may require a 3<sup>rd</sup> Party solution

Replacement of the FDL Personnel Action Form and related workflow process

Year End Government Reporting for W-2s, 1099s, 1095s, and ACA Reporting

Digital representation of the organization

Inbound and Outbound Interfaces with benefits Third Party Applications (medical, dental, life, 401k)

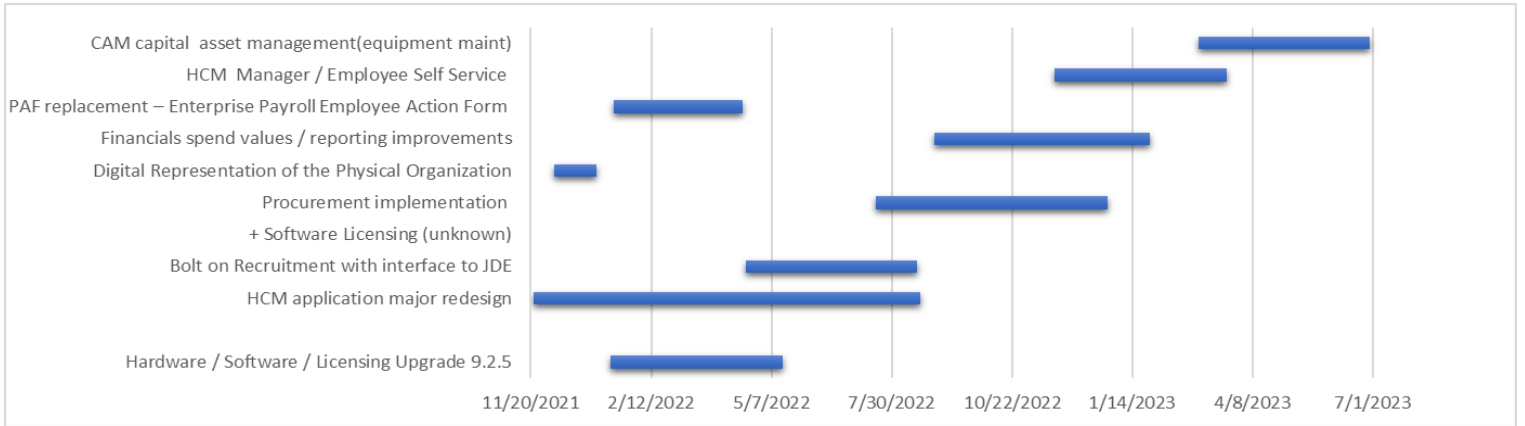
Inbound and Outbound Interfaces from Third Party Software at our Health Clinic, Convenience Store and Casinos  
 Mobile/phone applications  
 E1 Tools for Implementation of Dashboards, Watchlists, and Alerts

### JDE Upgrade and Functional Enhancements RoadMap

| Item | 2019               |   |
|------|--------------------|---|
|      | Strategic Priority | Enhancement Description                                   |
| 1    | III.C.3            | Hardware / Software / Licensing Upgrade 9.2.5             |
| 2    | III.B.2            | HCM application major redesign                            |
| 3    | III.B.2            | Bolt on Recruitment with interface to JDE                 |
| 3.1  |                    | + Software RFP for bolt on project                        |
| 4    | III.A.5            | Procurement implementation                                |
| 5    | III.C.1            | Digital Representation of the Physical Organization       |
| 6    | III.A.5            | Financials spend values / reporting improvements          |
| 7    | III.C.3 & III.A.5  | PAF replacement – Enterprise Payroll Employee Action Form |
| 8    | III.C.3 & III.A.5  | HCM Manager / Employee Self Service                       |
| 9    | III.C.1            | CAM capital asset management(equipment maint)             |

### Schedule

Proposals should include a timeline for completing the project. Proposals are due to us by Dec 3, but we will begin reviewing proposals as they come in. We would like upgrade and enhanced functionality live by July 1, 2023. If this date is not possible, please explain why and propose an alternate date in your document.



Winning proposals will fall within our budgetary scope, have an experienced team which can keep the project on task and on time, and include assistance with system design, setup, security needs, training, and documentation.