STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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January 23, 2023

REQUEST FOR INFORMATION (RFI)
22-1400 Amendment 2
Workday Testing Services

ANNOUNCEMENT

This Amendment No. 2 is to answer to questions submitted during the question and answer period and to add additional questions to the excel response document for RFI 22-1400. All additional questions on the excel document have been marked in red.

QUESTIONS AND ANSWERS ABOUT THIS RFQ

1. **Question:** Has funding been reserved or has a budget been allocated for this project as of yet?

   Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of funding, procurement, and/or contract have been developed. This type of information would be placed in the formal procurement.

2. **Question:** If the RFI does proceed to an RFP is there a timeline that the department is hoping to follow in regards to an RFP release?

   Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of the procurement and/or timeline have been developed. This type of information would be placed in the formal procurement.

3. **Question:** Is there currently an incumbent contract fulfilling this requirement?

   Answer: At this time we are in the process of developing specifications and are requesting input from the vendor community and there is no active contract for these services.

4. **Question:** We would like to know if this position is remote or strictly on site.

   Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of the contract and the location where the work would be performed have been developed. This type of information would be placed in the formal procurement. However, respondents could add additional detail to their proposal on what they would expect for this type of engagement.

5. **Question:** What is State of Washington's Workday Full-Service Equivalent (FSE) count?
   Answer: One Washington expects the final system FSE's to be approx. 67k however, this number may vary based on the phase of the project. In your response to this RFI please explain how this information would impact your services and/or solution.

6. **Question:** What are the Workday modules in scope for the OneWA project?
   Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of the procurement and/or contract have been developed. This type of information would be placed in the formal procurement.
   However, what we know at this time we anticipate: Phase 1a, the primary focus is Financial Management. Phase 1b will expand Financial Management, plus incorporate Procurement, Grants Management, Project Management, and Inventory Management. Phase 2 will be Human Capital Management and Payroll, with Budget for Phase 3.

7. **Question:** What is the current project plan / timeline for the OneWA Workday efforts?
   Answer: The phase 1a implementation project plan /timeline is currently being reassessed but has a tentative July 2025 go-live date.

8. **Question:** When do State of Washington intend to utilize an automated testing service in their Workday project i.e. when would this engagement start?
   Answer: One Washington is currently planning to engage with an automated testing service late 2023 or early 2024.

9. **Question:** Who is the Workday implemenation partner for One Washington?
   Answer: Deloitte Consulting LLP

10. **Question:** Can let us know if the following reletad business documents will be provided:
    a. Global Design documents.
    b. Legacy to Workday Mapping
    c. Configuration books
    d. BP Timeline documents
    e. Process Maps
    f. Details on Data migration
    g. Details on Migration compatibility
    h. Details on Application Customizations
    I. Migration impact Analysis Documentation

    Answer: The project has design documents, crosswalk from legacy to Workday mappings, configuration workbooks, business process maps, data conversion and other documentation. These documents may contain sensitivity and/or proprietary information, therefore, these documents will not be shared without having a contract in place. Samples may be provided during the RFP process to support vendor demonstrations.

11. **Question:** Is the One Washington looking to extend the Automated Testing as a Service (TaaS) for other applications outside of current inscope applications to perform end to end testing with upstream, and downstream systems?

   Answer: Not at this time but would appreciate any information and considerations for looking at testing upstream/downstream systems.

12. **Question:** Are there any existing test management or project management tools like Jira, ALM etc? If so, can you please share details of the current tools to be integrated with the automation platform?

   Answer: One Washington is currently using Excel with plans to migrate Requirements, User Stories and Test Scenarios into Smartsheet. We would appreciate information related to integrating an automation platform with our test/project management tools and the value that we would gain through that integration.

13. **Question:** Is there a scope to test in Mobile device like IOS, Andriod Mobile devices for Workday application?

   Answer: One Washington has captured requirements for mobile deployment and does have mobile specific test scenarios. The state primarily uses iOS mobile devices.

14. **Question:** Apart from the R1 & R2 releases provided by Workday, will there be continuous changes done by One Washington on these applications requiring automated regression testing? if so, can you advise the release cycles anticipated (Weekly / Bi-Weekly / Monthly)

   Answer: One Washington expects to test more regularly during implementation, based on the project activities. Post go-live, we also anticipate that we'll need automated regression testing more frequently than the two major Workday releases but don't expect more than bi-weekly. One Washington is also planning a phased implementation with major deployments of additional phases deploying additional Workday components on a less frequent basis over a number of years.

15. **Question:** For R1 & R2 releases, are the executions to be done individually for the multiple instances if there are different business entities exists if then should executions to be executed during the same timeframe in parallel?

   Answer: All tests would be executed by a single team that will be responsible for the sustainment maintenance and operations (M&O).

16. **Question:** Is One Washington be looking to also perform auto health checks to monitor performance slowdown (at transaction level)

   Answer: One Washington is currently planning to utilize the Workday-delivered performance monitoring reports. If there are additional capabilities and functionality that could be provided through the testing services, we would be interested in hearing more about those.

17. **Question:** Is One Washington looking to automate the test data management to generate data to be used for executions or will you be providing the test data

Answer: One Washington is interested in learning how the proposed solution would provide for test data management.

18. **Question:** What is the project plan and request for the project milestones along with the dates for SIT/UAT/Go Live?
    Answer: At a high-level, testing would begin around Spring 2024 and include end-to-end, user experience review, and performance testing. After this testing phase, we would move into a deploy phase with a tentative July 2025 go-live date.

19. **Question:** Please list the number and types of integrations that are being handled currently
    a) In-Bound & Integration Type (ex. FTP/SFTP/SQL/SOAP/REST/API)
    b) Out- Bound & Integration Type (ex. FTP/SFTP/SQL/SOAP/REST/API)

    Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of the procurement and/or contract have been developed. If required, this type of information would be placed in the formal procurement and One Washinton would provide an integration inventory within the procurement.

20. **Question:** Is there any 3rd party Integrations which flows with Workday if So, list out the integrations been incorporated in workday and if Integrations are part of testing request to share the mode of integrations to be handled.
    Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of the procurement, contract, and/or services have been developed. If required, this type of information would be placed in the formal procurement.

21. **Question:** Will One Washington provide the manual test cases across the modules listed in RFI document? If Yes , please specify the count. If not, please confirm if the offerer need to derive manual test cases as part of this automation engagement?
    Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of the procurement, contract, and/or services have been developed. This type of information would be placed in the formal procurement.

22. **Question:** Can you confirm if One Washington will provide a dedicated Testing Instance for automation ?
    Answer: OFM does have a set number of Workday implementation tenants that will be utilized during the implementation. In your response, include any tenant requirements to implement the proposed solution.

23. **Question:** How many custom reports will be created as a part of implementation? Do you anticipate changes to or additional custom reports in future?
    Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of the procurement, contract, and/or services have been developed. This type of information would be placed in the formal procurement.

24. **Question:** Is it specific, that you require the onshore and offshore model to support the testing needs? and if both kindly confirm your model.Please indicate your preferred staffing model/ requirements: Onsite / Offshore / Hybrid Model

    Answer: At this time, we are in the process of developing specifications and are requesting input from the vendor community. Therefore, no formal details of the procurement, contract, and/or services have been developed. However, the State of Washington does require that all data to be hosted in the United States of America. This type of information would also be placed in the formal procurement.

25. **Question:** Do you have any application interface in languages other than English?

    Answer: No.

26. **Question:** Are you using any customized Roles and/ or Security Profiles? If yes, please specify?

    Answer: Yes, we have both created custom security groups and updated delivered security role permissions to meet the state's requirements.

27. **Question:** Software: Any vendor support software must be restricted to US-only support - Please provide more information on this question

    Answer: We require all state data to be stored and service support to be based within the United States of America.