



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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August 18, 2023

RFP – 23-700

One Washington Testing Services

Amendment 2

This amendment is to provide the questions and answers received on this RFP.

1. Question:
How will the State of Washington measure success of the automated testing service that will be utilized e.g. a certain level of test coverage, or reduction in amount of manual testing?

Answer:

The State of Washington has not determined how success of the automated testing service will be measured. Monitored KPI's are expected to include test coverage and reduction in manual testing.

2. Question:
What are the main drivers for State of Washington implementing Workday?

Answer:

The main drivers for the state implementing can be found at [About | One Washington](#) and [Executive Order 19-04](#).

3. Question:
Are State of Washington exclusively looking for a "Workday Approved" test automation service?

Answer:

The State of Washington PREFERS a “Workday Approved” test automation service. Being Workday Approved means that a partner has completed the minimum interoperability, security and integration requirements for customer use cases.

4. 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:

This engagement will not start prior to contract statement of work being signed, any associated license agreement(s) and subsequent technology implementation will follow security design review being completed. The earliest engagement start date is 10/13/2024. The project would like to start utilizing automated testing services prior to the start of end-to-end testing.

5. Question:
Are there any particular testing areas e.g. business process or integrations that State of Washington are particularly concerned with ensuring automation assists with?

Answer:

To date the State of Washington has not prioritized testing areas. If an Applicant prefers to recommend priorities based upon their experience and as part of their proposal approach, that input would be welcome.

6. Question:
Can detail be provided on the plan for unit testing the Workday configuration? A full project plan may achieve this, if this can be shared.

Answer:

We will perform positive and negative unit testing. Unit tests are conducted during the configuration and prototyping phase by members of the functional and development teams. Unit testing includes: Workday Configurations, Integrations, Reporting and Security. Please refer to [Phase 1A Project Schedule](#) posted on our public website for additional information.

7. Question:
Can a project timeline for the future phases i.e. HR and Payroll of the OFM Workday project be provided?

Answer:

HR and Payroll will be in a future phase of implementation, subject to ongoing funding of the project by the state legislature. They will not have an overlap with Phase 1a implementation, which is planned to go-live in July of 2025.

8. Question:
Can detail on the size and experience of the State of Washington test team for this project be provided?

Answer:

The State of Washington has staffed a small core team of 3 individuals with test management experience to coordinate all testing activities. The team is working with a wide variety of resources to execute testing activities, including configuration team, business analysts, end-users and contracted System Integrator.

9. Question

Do State of Washington have a preference for references to be in the public sector?

Answer:

Public sector references are preferred but are not required.

10. Question:

As part of the Technical Proposal, Project Approach, the RFP states that an Applicant should "Provide detail about source of funding, amount of funding..." - can more insight be provided on what detail State of Washington expect an Applicant to provide in response to funding source etc.?

Answer:

Please provide detail regarding whether the Applicant's cost proposal funds only the Applicant or will it also fund firms sub-contracted by the Applicant to provide services proposed.

11. Question:

What external test tool do State of Washington utilize for defect tracking?

Answer:

The State of Washington currently plans to build defect tracking capabilities in Smartsheet for the implementation project. Post go-live, the sustainment team is planning to use ServiceNow.

12. Question:

Can more context be provided on the requirement where State of Washington want to know how a "solution will provide for simulated, or live, connections to systems outside of the Workday tenant?" Is the intent of this question to see how the proposed solution will be able to test integrations?

Answer:

The intent of this question is to understand how integration with external systems will be tested using the proposed solution, if applicable to the proposed solution.

13. Question:

Can details of the Security Design Review process be provided? If not, when would this activity take place in the process?

Answer:

All new IT software, applications, or cloud services must undergo a security review prior to purchase to identify any risks that software or service presents to these resources. A Security Design Review is a collaborative process used to identify security-related issues by reviewing the desired product, determining the level of acceptable risk with those issues, and make informed decisions about how to mitigate them.

State and OFM policy require that suppliers/vendors comply with Washington State Office of the Chief Information Officer (OCIO) policy 141.10, any applicable regulatory requirements (e.g., FERPA, CJIS, HIPAA), and industry best practices. Additional information regarding the security design review supported by can be found here: <https://watech.wa.gov/services/Security-Design-Review>.

This process must complete prior to execution of any license agreements. You can expect to disclose details of the security architecture for the proposed solution. The State of Washington understands that an NDA may be required prior to sharing this information.

14. Question:

The week proposed for the Oral Presentation is when Workday Rising occurs. Are the State of Washington team attending Workday Rising and, if so, is there an opportunity to perform the Oral Presentation in person at the event?

Answer:

No. While some member of the review team may attend Workday Rising, many will not.

15. Question:

Can further instructions on how to become licensed to do business in the State of Washington be provided?

Answer:

This information can be found at: [Open a business | Washington Department of Revenue](#).

16. Question:

Workday automation scope is web or mobile as well? Within mobile, is automation supposed to run on iOS and Android versions?

Answer:

Automation scope for mobile has not been determined at this time. The State of Washington will focus any mobile testing efforts on iOS devices.

17. Question:

For Web environment automation validation, will there be a staging environment with a stable build?

Answer:

Please include any staging requirements in your response to Question 9. Describe what you need from One Washington or Workday to implement your proposed solution.

18. Question:

Are there any constraints for using specific code repositories? For example, GitHub v/s Gitlab?

Answer:

The only constraint on code repositories will be successful completion of our security design review. If it is intended that the State host the repository, those details need to be included in the proposal.

19. Question:

Is there a preference in terms of infrastructure provider? AWS v/s Azure v/s GCP.

Answer:

There is no preference but will be subject to the security design review process.

20. Question:

Are all modules being implement in Phase 1A within Workday Finance? Please share the module details if not.

Answer:

Yes. Please refer to [Phase 1A Scope](#) posted on our public website for additional information.

21. Question:

Beside Workday Finance Module, do we also have any 3rd Party Application in scope which requires Test Automation/ Manual Testing?

Answer:

The State is requesting proposals include how the solution will extend through integrations to external systems. There is an expectation that automated testing will extend to the endpoints of the integrations. However, the testing of the third-party systems is not in-scope.

22. Question:

Which Tool (like JIRA) will be used for over all project management?

Answer:

There are currently multiple tools used for project management. For example:

- Microsoft Project is used for the project schedule.
- Microsoft Excel is used for our deliverables log.
- A proprietary tool, Project Management Center, is used for risks, issues, decisions and change requests.
- The State of Washington requires transparency, which requires our project to post project information and artifacts to an OCIO dashboard. You can see the One Washington Project dashboard [here](#).
- SharePoint is used for a document repository.
- Smartsheet is currently used for our requirements traceability matrix and may be expanded to other use cases, such as defect management and a project health dashboard.
- Azure DevOps is used by our technical integration and reporting teams for development work.

23. Question:

Regression Testing for Workday Release during Phase 1A is in scope of Testing Vendor or with Implementation Partner?

Answer:

The state doesn't see this as an either/or responsibility. The testing vendor will provide the platform to execute the automated portions of regression testing, while the implementation team (both state and implementation partner) will perform manual regression testing during Workday releases.

24. Question:

Is the State open to solutions hosted on a local server vs. a cloud solution?

Answer:

The State takes a cloud-first approach and may provide a preference to cloud-based solutions. However, this is only one consideration and solutions that require a local server will still be considered.

25. Question:

Can we propose a variable pricing structure based on the number of test cases designed/implemented?

Answer:

It is requested that a fixed-cost pricing proposal be provided. Please assume 2000-3000 test cases.

26. Question:

Does the State of Washington desire access to run any of the testing processes, or is it expected that all testing is run/executed by the chosen consulting partner?

Answer:

The State of Washington would like the proposal to contain Applicant's recommended approach. Having the capability to run significant test sequences without intervention is preferred if the State team is expected to execute.

27. Question

Is there a minimum security framework that the State of Washington is looking for?

Answer:

Yes. For public disclosure and security reasons, this information will not be disclosed. See response to Question 13.

28. Question

For ongoing hosting/licensing beyond Phase 1A, is the State interested in a build-operate-transfer type of agreement, where the hosting and execution of the automated testing (for regression testing purposes, etc.) would transfer to the State?

Answer:

A build-operate-transfer agreement would be considered, however, that is not the preference.

29. Question:

Under section 1.2 C – 1.2 F, the requirement mentions to provide Consulting Services for the said services. Underneath that section it is stated that "Consulting services are to be deliverables-based. Time and materials proposals are not permitted." Also under section 3.4, it has been mentioned that "Proposals must be deliverables-based". ***Can agency be more specific about the type and number of deliverables? Or will it be based on contractor's discretion and understanding of the requirement?***

Answer:

It will be based on Applicant's discretion and understanding of the requirement.

30. Question:

If any, are there any limitations on location or nationality of consultants who provide services?

Answer:

All consultants must be located within the United States. The nationality of consultants is not a consideration.

31. Question:

In doing our due diligence for this RFP proposal, we reached out to 3 popular Workday automation tool vendors for pricing – Opkey, Kainos and Cloudbera Genie. We were surprised to discover that Kainos refused to provide us with pricing because Kainos was bidding directly. Also, Kainos acquired Cloudbera Genie back in early July and also knew that Kainos was bidding directly and also refused to provide us with pricing for Genie. Our inability to receive pricing from both Kainos and Genie might not be in OFM's best interest. What do you advise in this situation?

Answer:

OFM's need is for professional services and a testing tool.

32. Question:

For the minimum of 5 years testing Workday Financials Implementations, can this be met with similar, non-Workday, ERP testing financial implementation experience or with a combination of both Workday and similar, non-Workday ERP testing financial implementation experience to meet or exceed the 5 years of experience?

Answer: No.

33. Question:

You mention in the RFP, "shared solution for 100+ Washington State Agencies", can you please indicate roughly how many systems Workday is replacing?

Answer:

In Phase 1A, we expect to replace 5 centralized systems. In addition, agencies expect to retire another 5 in favor of Workday functionality. Both numbers will change in subsequent Phases of the One Washington project.

34. Question:

Will the automated testing services need to provide automation testing for integrations to and from external systems? Can you please enumerate how many different integrations will require automation testing?

Answer:

We ask Applicants to describe how their solution allows for testing integrations to and from external systems. Our Informatica first approach means that most systems will not integrate directly to Workday. See the [Data Integration Strategy](#) on our public website. We have identified

approximately 100 systems that will require integration, mostly via Informatica, some directly with Workday. Counts of each are not firm at this time. We have not explored which system integrations are candidates for automation testing.

35. Question:

Is OFM's One Washington Workday tenant in the Azure Commercial Cloud or the Azure Government Cloud?

Answer:

The One Washington Workday tenants are hosted in Workday physical data centers, which they refer to as their private cloud, not with a cloud provider.

36. Question:

In two places in the RFP, section 3.2a and section 3.3a (2) is the following statement, "[Provide detail about source of funding, amount of funding, contract period of performance, and key deliverables.](#)" Can you please be specific about what the source of funding and amount of funding and contract period of performance pertains to exactly, e.g. to the automation tool licensing, or specific to our resources for our proposal, or something else? Want to make sure we are providing what OFM needs and we are currently unclear how to respond to this.

Answer:

The statement of, "Provide detail about source of funding, amount of funding..." is meant to clarify who is lead versus sub. For example, if you include a Deliverable in your proposal that is: Write Test Scripts for \$x.xx, will the responding Applicant fund the staff who perform that work directly so that it is their direct expenses being covered by the Deliverable Cost, or will the Applicant be invoiced by a sub for that work? Period of performance is the estimated start and end date range for work on a specific, proposed Deliverable. Key Deliverables are those that payments will be based upon after the Deliverable is approved.