

Addendum #1
RFP 2026-01 Accounting Software System

Closing Date:

The closing date has been extended to March 31, 2026. The closing time remains the same.

Bidder Questions:

1. Business Requirements & System Understanding:

1. Please elaborate on the key **challenges or limitations currently experienced in Microsoft GP** that you would like to address in the new system implementation.

Support for GP is ending in the next few years.

2. Kindly confirm the **number of legal entities** to be included in the implementation.
 - If more than one, please provide details of each legal entity along with its **location and country**. **One legal entity in Ontario, Canada**
 - Additionally, please confirm whether there is any requirement for **group-level reporting or consolidation**. **No**
3. Please provide details on the **current budgeting and forecasting process** maintained in Microsoft GP, and the expected approach for managing budgeting and forecasting in **Dynamics 365 Business Central**. **Currently manual budgeting and looking for enhancements in BC.**
4. Kindly confirm the **taxation requirements applicable to HPPH**, and provide a list of all applicable tax types that need to be configured in the new system. **HST/GST**
5. Please indicate the **number of custom reports required**, including any **financial reports, control documents, or customized document layouts** that should be part of the implementation. **Monthly financial reports; statement of operations and statement of financial position**

2. Data Migration: Kindly confirm whether which data migration approach is acceptable.

1. The **recommended approach** is to migrate **opening balances as of the cut-off date (31 December 2026)** into Microsoft Dynamics 365 Business Central. This approach simplifies the migration process and facilitates smoother validation and reconciliation during the transition. The migration would include the following:
 - G/L account balances
 - Bank account balances
 - Open Accounts Receivable transactions
 - Open Accounts Payable transactions
2. In case HPPH intends to migrate **historical transaction data which might have data accuracy issues and validation issue**, please confirm the preferred migration approach from the options below:

- a. Migration of all historical transactions through **General Journal entries**, posting debit and credit balances at the **G/L account level only**. **Likely this option**
- b. Migration of all historical transactions through **General Journal entries**, posting debit and credit balances at the **G/L account level along with subledger balances** (Customer, Vendor, and Bank accounts).
- c. Migration of **complete transactional documents**, including Purchase Invoices, Sales Invoices, Payment Vouchers, and Bank Payments, with the application of related invoices within the system.

3. Integration:

1. Please provide details on the **current integration process between Microsoft GP 2018 and the Dayforce Payroll system**, including the **type of data exchanged between the two systems**. **Journal entry**
2. Kindly confirm whether the **same level of integration** is expected to be maintained in Dynamics 365 Business Central, or if there are **any additional integration requirements** with Dayforce Payroll. Additionally, please confirm whether Dayforce Payroll provides API support for integration. **Support for set up of the journal entry**

1. Strategic Objectives

1. What are the main challenges with the current Microsoft GP 2018 system? **Support for GP ending in the next few years.**
2. What are the top 3 outcomes HPPH expects from the new system? **N/A**
3. Are there specific reporting or compliance requirements unique to public health organizations? **No**
4. Are there strategic initiatives (digital transformation, analytics, automation) this project should support? **No**
5. Are there planned organizational changes or growth that the new system should accommodate? **No**

2. Current System & Process

1. Which GP modules are currently in use (GL, AP, AR, FA, budgeting, etc.)? **GL, AP, AR, looking to add FA and budgeting in this system.**
2. Are there customizations or third-party add-ons in GP? **No**
3. What financial processes are currently manual or inefficient? **Budgeting**
4. How many legal entities, funds, or departments exist in the organization? **One legal entity**

5. Do you use fund accounting or program-based budgeting? **Program-based budgeting**
6. Are there approval workflows for AP or purchasing? **Yes**
7. What are the month-end and year-end close challenges? **No challenges**

3. Chart of Accounts & Financial Structure

1. What is the current chart of accounts structure? **XXXX-XX-XXX**
2. Are there segments or dimensions (department, program, location)?
Account/program/funder
3. How many active GL accounts exist? **3000**
4. Are there plans to redesign the chart of accounts? **No**
5. How are grants or government funding allocations tracked? **A/R**

4. Data Migration

1. How many years of historical data must be migrated? **Since 2020 if possible**
2. What data objects must be migrated? **All except fixed assets**
 - GL history
 - vendors
 - customers
 - open transactions
 - fixed assets
3. Is there a data cleansing process planned before migration? **Yes**
4. Are there data retention or audit requirements? **Yes**
5. Are attachments or documents stored in GP? **No**

5. Integration Requirements

1. What data must integrate with Dayforce? **No**
 - payroll journal entries
 - employee data
 - benefits
2. Is the integration currently automated or manual? **Manual**
3. Are there other systems connected to GP today? **No**

4. Will the Dayforce integration require: **File import/export**

- API
- middleware
- file import/export

5. Are there plans to integrate with: **Not at this time**

- procurement systems
- reporting tools
- banking platforms
- grant management systems.

6. Reporting & Analytics

1. What financial reports are critical for leadership and board reporting? **As noted above**

2. Are there government reporting requirements? **No**

3. Are reports currently built in: **GP**

- GP
- Excel
- Power BI

4. Is Power BI integration desired? **Yes**

5. Are there dashboard requirements for executives? **Yes**

7. Security & Compliance

1. What security roles exist today? **Workflow**

2. Are there segregation-of-duties requirements? **Yes**

3. Are there external audit requirements? **Yes**

4. Do you require audit trails for financial changes? **Yes**

5. Are there data residency requirements for Canada? **Yes**

8. User Base & Adoption

1. How many users are:

- finance staff **3**
- managers **13**

- approvers **2**
 - reporting users **17**
2. What is the technical skill level of users? **Varies**
 3. What type of training format is preferred? **Train the trainer**
 - workshops
 - virtual
 - self-paced
 4. Will there be super users or internal champions? **Yes**

9. Implementation Governance

1. Who will be the executive sponsor? **TBD upon award**
2. Who will be the project manager on the client side? **TBD upon award**
3. How much internal time can staff dedicate to the project? **TBD upon award**
4. Are there project governance or steering committees? **TBD upon award**
5. Are there blackout periods (budget cycles, fiscal year end)? **No**

10. Timeline

The target go-live is January 1, 2027.

1. Is the timeline fixed or flexible? **Fixed**
2. When should the implementation start? **Immediately**
3. Are there parallel run requirements? **Yes**
4. When is the fiscal year-end? **Dec 31**
5. Is a phased deployment acceptable? **Depending on modules**

11. Infrastructure & Deployment

The RFP requests cloud deployment.

1. Is the organization already using Microsoft 365 / Azure? **Yes**
2. Are there security policies affecting cloud deployment? **Yes**
3. Are there network or access restrictions for remote offices? **Yes**

12. Budget & Commercial Structure

Price is 40% of the evaluation score, the largest factor.

1. Has a budget range been allocated for this project? **No**
2. Is the organization expecting fixed price or time & materials? **Both**

3. Should licensing be included in the proposal? **Yes**
4. What support model is preferred after go-live? **Depends on need**
5. Are there government procurement rules affecting pricing? **Yes**

13. Vendor Evaluation

1. How will vendor experience be evaluated? **As noted in RFP**
2. Are public sector references required? **No**
3. Is local presence in Ontario important? **Yes**
4. Will there be vendor presentations or demos? **No**

14. Proposal Expectations

1. Is there a preferred proposal format or template? **No**
2. What level of detail is expected for: **as much as appropriate**
 - implementation methodology
 - staffing plan
 - timeline
3. Should resumes of consultants be included? **No**
4. Is a product demonstration required? **No**

15. Organization Status (Public Sector / Nonprofit Eligibility)

- Is Huron Perth Public Health considered a **government entity, public sector organization, or nonprofit** for Microsoft licensing purposes? **Non-profit**
- Does HPPH currently purchase Microsoft licenses through a **public sector agreement, nonprofit program, or CSP partner**? **Non-profit**
- Is the organization currently enrolled in the **Microsoft Nonprofit program**? **Yes**
- If eligible, would HPPH like the proposal to include **nonprofit or public sector licensing options for Dynamics 365 Business Central**? **Yes**

16. Existing Microsoft Licensing Environment

- Does HPPH currently have a **Microsoft 365 tenant**? **Yes**
- What **Microsoft 365 licenses** are currently in use (e.g., M365 E3, Business Premium)? **Business Premium**
- Are users already authenticated through **Azure Active Directory / Entra ID**? **Hybrid**

- Is **single sign-on (SSO)** required between Business Central and existing Microsoft services? **Would be nice to have**

17. Business Central License Types

- How many users require **full transactional access** to finance modules? **3**
- How many users would only need **read/reporting access**? **17**
- Are there users who only need **approvals or light interactions** with the system? **yes**
- Would HPPH prefer **named user licensing or shared user models where applicable**? **Named**

This helps determine mix between:

- Business Central **Premium**
- Business Central **Essentials**
- **Team Member licenses**

18. External Users

- Will **external users** (auditors, partners, contractors) require access to the system? **No**
- Should the system support **external reporting or data sharing portals**? **No**

19. Licensing for Integration

- Will the **Dayforce integration** require: **N/A**
 - a service account
 - API-based access
 - middleware licensing?
- Are there existing **integration tools or middleware platforms** used by HPPH?

10. Reporting and Analytics Licensing

- Does HPPH currently use **Power BI**? **We have this but not currently integrated with GP**
- Should the proposal include **Power BI licensing** for financial dashboards? **No**
- How many users would require **Power BI Pro or Premium access**?

21. Security & Compliance Licensing

- Are there **security or compliance requirements** that may require: **N/A**
 - Microsoft Purview
 - audit logging

- enhanced security features?
- Are there **data residency requirements within Canada** for cloud services? **Yes**

22. Environment Licensing

- Does HPPH require **separate environments for**: **Yes**
 - production
 - sandbox/testing
 - training?
- Are there requirements for **data refresh or test environments during implementation**? **No**

23. Future Expansion

- Are there plans to expand the system to include: **Maybe procurement and asset management**
 - **procurement**
 - **inventory**
 - **asset management**
 - **grant management**
- Should licensing be structured to allow **future expansion of Business Central modules**? **Yes**

24. Licensing Procurement Model

- Would HPPH prefer licensing to be purchased through: **internal procurement**
 - the implementation partner (CSP)
 - an existing Microsoft licensing reseller
 - internal procurement?
- Should licensing be included in the **implementation proposal pricing** or handled separately? **Included**

25. Other Questions

- What would make this project a failure from your perspective? **NA**
- What concerns do you have about moving from GP to Business Central? **NA**
- Have previous ERP implementations caused challenges? **NA**
- What would make a vendor stand out during evaluation? **NA**

- Are there internal stakeholders who are skeptical about the project? **NA**

1. Functional Scope

The first paragraph of the RFP indicates that Microsoft Dynamics 365 Business Central is required for Accounts Payable (AP), Accounts Receivable (AR), and General Ledger (GL). However, under the detailed scope of work, the following modules are listed:

- General Ledger
- Accounts Payable / Accounts Receivable
- Cash Management
- Fixed Assets
- Budgeting and Forecasting

Questions:

- Which modules are currently implemented and actively used in Microsoft Dynamics GP? **GL/AP/AR/CM**
- If fewer modules are currently implemented in GP, is the expectation that the remaining modules will be implemented as part of the migration and post-data upgrade to Business Central? **Possibly**

2. Integration with Dayforce

We understand that Dynamics 365 Business Central has an extension available to import GL files from Dayforce.

Questions:

- Is Huron Perth Public Health expecting to integrate or import additional data from Dayforce beyond GL entries? **Possibly**
- For example, will records such as employee data need to be synchronized? **No**
- If so, could you please provide details on the expected data elements, synchronization scope, and update frequency?

3. User Licensing

The RFP mentions a requirement for 20 users.

Questions:

- Could you please provide details regarding the roles and responsibilities of these users?
- Will all users require full Business Central licenses, or will some users only require limited or read-only access (e.g., Team Member licenses)? **3 full users/17 team and reporting read-only**

- How deep is the integration with DayForce? Is it just about creating and posting payroll entries? **Yes**
- Do we need to generate the supplier payment file for transmission to the bank? **Yes**
- How many years of historical data does the data migration include? **Since 2020**
- Are the monthly closing balances in the trial balance sufficient? **Journal entries/GL**
- Do you have approval workflow to reproduce? **Yes**

- **Inventory Management**

1. Do you use inventory management in your current system? **No**

If yes,

- Do you require inventory data migration as well?
- How many different units of measure are used?
- Which item costing methods are used (Standard, FIFO, Weighted Average)?
- Do you track inventory?

If yes,

- Do you track inventory by serial numbers or lot numbers?
- How are lot/serial numbers assigned and allocated?
- Are serial and lot numbers mandatory for incoming and outgoing transactions?

- Do you use multiple locations or warehouses? Is the location mandatory for inventory transactions?

If yes,

- Do you use bins, zones, or shelf numbers in the warehouse?
- Please describe your stock movement process (receipts, put-away, picks, shipments, transfers)
- Are item reservations used in any scenarios?
- Are you allowing negative inventory transactions?
- Do you perform inventory transfers between locations or warehouses?
- Do you maintain minimum, maximum, reorder, and safety stock levels for items?
- How are inventory adjustments (positive/negative) handled?
- Do you perform physical inventory counts or cycle counting?

- **Master Data and Data Migration**

2. Which master data would you like to migrate to the new system? Please confirm the list of entities for which data migration is required. **See noted previously**
3. In what format will the master data be provided for migration? **SQL**
4. How many years of historical data would you like to migrate into the system? **Since 2020**

- **Opening Balance Update**

5. Will opening balances be migrated from your current accounting system to the new system? **Yes**
6. Will you provide the Trial Balance opening balances for all General Ledger (GL) accounts? **Yes**
7. Do you require opening balances for the following modules?

- a. General Ledger **Yes**
 - b. Accounts Payable (Vendor balances) **Yes**
 - c. Accounts Receivable (Customer balances) **Yes**
 - d. Bank Accounts **Yes**
 - e. Fixed Assets
 - f. Inventory (if applicable)
8. Will you provide detailed outstanding invoices for customers and vendors (i.e., detailed subledger balances for Accounts Payable and Accounts Receivable)? **Yes**
9. If historical transactions need to be migrated, please estimate the following: **6000 combined**
- a. Approximate number of Accounts Payable (AP) transactions per year
 - b. Approximate number of Accounts Receivable (AR) transactions per year

- **Integration with Dayforce & Direction**

- 10. Do you currently use Dayforce for HR and Payroll management? **Yes**
- 11. What data needs to be integrated between Business Central and Dayforce? Could you please confirm the list of entities for which data integration is required? **Journal entries**
- 12. How frequently should the integration occur? (Real-time, Daily, Weekly, Monthly, On-demand) **NA**
- 13. Will the data integration be unidirectional or bidirectional? **NA**

- **Fixed Asset Questions – none at this time**

- 14. Approximate how many fixed asset records do you currently have in the system?
- 15. Do you want to migrate all existing fixed asset data from GP to Business Central?
- 16. Do you want to migrate historical depreciation details along with the asset records?
- 17. Do you maintain multiple depreciation books (for example: Financial, Tax, or Internal reporting)?
- 18. Do you track additional information for assets such as maintenance, warranty, insurance, or location?

- **Other Questions**

- 19. Does your organization manage multiple currencies? **No**
 - If yes, do you maintain currency exchange rates within the system?
- 20. Do you operate multiple companies or subsidiaries that need to be managed within the system? **No**
- 21. How many bank accounts does the organization operate? **3**
 - Please provide the list of bank accounts and corresponding banks.
- 22. Do you require automated bank reconciliation functionality? **Yes**
- 23. Do you require direct bank feed integration to automatically import bank transactions into the system? **No**
- 24. What financial periods do you use for reporting? **All**
 - a. Monthly
 - b. Quarterly

- c. Annually
- d. Other (please specify) 2 different fiscal years: January-December and April-Mar

To ensure we provide a comprehensive and well-aligned response, we kindly request a two-week extension to the current submission deadline. **No extensions will be allowed**

Would HPPH consider extending the RFP Response due date by an additional 1-2 weeks? While normally the allotted time would be sufficient, we have a number of bids within our Microsoft practice at the current time, and additional time to respond would be greatly appreciated. **No**

Has HPPH been working with a 3rd party vendor who has been providing support for the current GP solution? If so, is that vendor allowed to compete in this procurement or are they prevented from doing so? If they are not prevented from doing so, how will HPPH ensure a fair process? **They are allowed to compete and will be graded using the same formula as the other submissions.**

We understand that HPPH has already selected BC as the future state solution. Has HPPH had a detailed demo, and if so, were there any gaps or concerns that were flagged? (We want to confirm that HPPH is highly confident that BC will meet its current and future state needs.) **Yes**

The RFP indicates that HPPH is looking for a system that "enhances financial accuracy, reporting, compliance and operational efficiency". Can you provide some further details on the specific kinds of improvements you are looking for (i.e., more details)?

The RFP indicates a need for custom report generation. Can you provide more specifics on the number and types of custom reports required? Are you sure that the standard reports within Business Central will not meet your needs? If not, can you provide more details so we can assess cost implications? (If possible it would be helpful if you could provide samples of the reports you are expecting.) **Expectation is to use BC and Power BI**

Do you expect the current GP reports to be replicated as-is in the BC solution? **Similar if not replicated**

The RFP mentions integration with "HR/Payroll". We assume this is referring to Dayforce. Is HPPH using Dayforce for both HCM and Payroll or just Payroll. (In Section 2 it noted only Dayforce Payroll, hence our question.)

"Can HPPH confirm that the following are considered out of scope: **Yes**

- Additional modules;

- Custom extensions beyond reporting;
- Post-go-live enhancements; and
- New integrations?

If any of the above are required they will be addressed through a formalized Change Request process. " Yes

"We are trying to ensure we have a clear understanding of the required proposal sections and how these align to the evaluation criteria. It appears as follows:

- 1) Vendor Information > Vendor Experience (10%)
- 2) Solution Details > No evaluation points
- 3) Implementation Plan > Quality of Statement of Work (15%) + Implementation Approach (20%) + Availability during project period ... (15%).
- 4) Support & Maintenance > No evaluation points
- 5) Pricing > Price (40%)

Can you please confirm the above or else clarify? "

How many years of historical financial data are expected to be migrated from Microsoft GP (e.g., 2 years, 5 years, full history)? 2020

Approximately how many GL accounts, vendors, customers, and fixed assets exist today?
3000 accounts, 1200+ vendors, 100+ customers

"Can HPPH confirm the approximate number of:

- Legal entities 1
- Funds
- Departments / cost centres
- Programs / projects

And whether these are expected to be modeled using dimensions within Business Central? This is important as the COA is one of the main drivers of configuration, reporting and testing effort but the RFP lacks these details. " Yes

We assume there is currently no intercompany transactions, eliminations, or consolidated financial reporting, and this is not a future requirement either. Please confirm or clarify.

Confirmed

Will HPPH perform all required data cleansing prior to migration, or is the vendor expected to cleanse/normalize data? If this is a vendor responsibility, it would be helpful to have some understand of the data quality/integrity. This is especially so for a Fixed Price contract. **We will do**

Are there known data integrity issues in the current GP environment? **No**

Is data migration required for open transactions only, or both open and closed transactions? **Both**

Are document attachments (e.g., invoices, supporting documentation, etc.) required to be migrated? **No**

What integration method is currently in use for GP>Dayforce (e.g., flat file, API, middleware)? Which method is preferred for BC? **Journal entry**

Is the current interface one-way or bi-directional? Which will be required for the BC-Dayforce integration?

How frequently must payroll data be synced (real-time, daily, per pay period)? **Per pay period**

Are there any additional upstream or downstream systems beyond Dayforce that may require integration (e.g., banking, reporting, budgeting tools)? **Not at this time**

Are these in scope now or potential future phases?

How many banks and bank accounts (and corporate cards) are currently in use? **3**

Are electronic payments (EFT), positive pay, or bank file integrations required as part of the scope? We assume not but please confirm. **Yes**

Are there any public health-specific, municipal, or provincial reporting requirements beyond standard GAAP reporting? **Yes**

Are grant, fund accounting, or program-based reporting structures required? **Yes**

"Is budgeting expected to be handled natively within Business Central, or via an add-on/third-party tool? **Currently manual, but looking to integrate with Business Central**

"

How many budget versions, scenarios, and approval workflows are required? <10

Approximately how many active fixed assets exist? We assume these will be managed within BC? Not currently running fixed assets through GP, looking to introduce into BC

Are multiple depreciation methods or regulatory depreciation rules required?

Which transactions require approvals (e.g., AP invoices, journal entries, purchase documents)? How many approval levels and exceptions are required? AP invoices, journal entries, purchase documents. 2 approval levels

Can HPPH provide an estimate of distinct security roles required beyond the stated 20 users?

Are segregation-of-duties controls or audit requirements driving role complexity (if any)? Yes

What level of training is expected (end-user (all), super users, administrators, etc.)? Full training for super users

Is training expected to be vendor-led, or client-led (train-the-trainer), virtual, recorded, or blended? Train the trainer

How many training sessions and users per session are anticipated? As many as required

How many environments are expected (e.g., DEV, TEST, UAT, PROD)? Likely all

Is the vendor responsible for environment provisioning and ongoing management?

"Does HPPH expect:

1) A full historical cutover, or

2) Opening balances only at go-live (Jan 1, 2027)?

How will year-end close be handled during transition?"

What duration of post-go-live hypercare is required (e.g., 30/60/90 days)? 60-90

What is the support model expected post go-live and hypercare? Regular hours e.g., M-F 9-5 excluding weekend and holidays? Extended hours? 24x7x365 for P1 incidents? Etc. It

would be very helpful if HPPH could provide more details on the required support so bids can be more readily compared on an equal basis. **Regular hours**

What level of business and IT staff availability can HPPH commit during the project? **Full**

Will a dedicated project manager and subject-matter experts be assigned? **Yes**

Can HPPH commit to 5 business days to turnaround approvals or feedback on: design reviews, sign-off on testing, and respond to issues that are brought forward? If not, what are the target timelines? **Generally yes**

Is the January 1, 2027 go-live date fixed, or is there flexibility if risks are identified? **Fixed**

Are there blackout periods (e.g., year-end close) that constrain implementation activities? **No**

Is HPPH open to a phased rollout (core financials first, advanced capabilities later), and if so, how should this be priced? **yes**

Can HPPH confirm expected license types and counts (full vs team member licenses)? **3 full/17 team**

Would HPPH be open to procuring licenses directly from Microsoft vs. through the vendor? As an Ontario BPS organization, HPPH should qualify for better licensing rates that we can offer. If so, they it may be appropriate to remove licensing from the scope for pricing to ensure "apples to apples" comparison. **Yes, however we would like to see vendor pricing as well.**

If vendors are to provide licensing, should this include allowance for future growth (beyond the current 20 users)? **Yes**

1. **User Licensing:** The RFP indicates there are approximately 20 users in the current environment. To support accurate scoping and pricing of the Sparkrock implementation, could you please provide an estimated breakdown of users by the licensing types below:

- Full users (Essential) **3**
- Team Member **17**
- EmployeeUsers **150**

2. **Reporting & Analytics:** What is the analytical tool for financial reporting? Do you currently use or plan to use Power BI or another analytics tool for financial reporting? **Yes we plan to use Power BI**

3. Power BI is the recommended analytical tool - if required, how many users will need access to create, modify, or view reports? **20**

4. **Payroll Integration:** How are payroll results from Dayforce currently posted into Microsoft GP (e.g., API, middleware, or manual GL import)? **JE only**

5. **Procurement & Purchasing:** Could you please describe your current procurement and purchasing process, including:
 - How purchase requests are initiated- **manual**
 - Approval workflows for requisitions and purchase orders- **manual**
 - Whether budget approval is required prior to purchase commitments- **manual**

6. **Credit Card & Expense Management:** Does HPPH currently manage corporate or purchasing credit cards for staff? If so: **No**

- Approximately how many cards are in use?
- How are credit card transactions currently reconciled and approved?
- Are staff expense claims or purchasing card transactions submitted through a formal workflow?

7. **Project / Program Tracking:** Does HPPH track financial activity by program, project, grant, or funding source within the financial system? **Program**

If so, could you describe how this tracking is currently structured in Microsoft Dynamics GP?

8. **Budget Management:** How are budgets currently managed and monitored within the organization? For example:

- Are budgets maintained at the department, program, or project level? **Department and program**
- Do managers participate in budget approvals or monitoring? **yes**
- Are budget-to-actual reports used regularly by department leaders? **monthly**

9. Where can we find copies of HPPH confidentiality agreement, Conflict of Interest Policy, and Health & Safety Policy to ensure we are aligning with your Vendor Confidentiality Obligations? [See attached](#)