



October 7, 2016

REQUEST FOR PROPOSALS

Information Technology RFP 1702 PeopleSoft Time Card Project and Talent Acquisition Management Project

ADDENDUM #2

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov. By selecting the hyperlink *Purchasing/Contracts* from the menu on the left side of the home page, interested parties will be linked to the RFP/ITB page.

1. **Question:** With the PeopleSoft Timecard project is there the possibility of implementing Oracle PeopleSoft Time and Labor in place of retrofitting the existing bolt on?

City's Response: No, not for this project. We do not have the resources or the funds for implementing Time and Labor.

2. **Question:** Does the City of Springfield have license to 9.1 Oracle PeopleSoft Time and Labor?

City's Response: No we have not purchased that module.

3. **Question:** The drop dead date to Implement Oracle PeopleSoft Time and Labor is very aggressive with a 3/31/2017 go live date, what is the drop dead date for an Oracle PeopleSoft Time and Labor implementation?

City's Response: It would need to be a separate project if we determined that Time and Labor would be an option in the future. It is not part of this RFP.

4. **Question:** The timeline requested to implement Talent Acquisition Manager/Candidate Gateway (TAM/CG) is very aggressive with a 12/31/2016 go live date. Is there any flexibility with that date? What is the drop dead date for TAM/CG to be implemented?

City's Response: Yes, there is flexibility with the date. We would come up with an acceptable timeline. It would have to be as early as possible as we have HCM 9.2 implementation right behind this project. The HCM 9.1 has a drop dead date where it is not supported anymore.

5. **Question:** On page 17 it states : "The City project team consists of talent including: employees who have implemented and use TAM/CG at another municipality; system administration of both PeopleSoft Financials and PeopleSoft HCM; PeopleTools; database administration with MS SQL 2008 and 2012; and reporting with MS SQL Server Reporting Server, SQR and Crystal." Can you give more detail as to what versions of HCM applications projects your team has experience with? Wanting to understand your teams experience around HCM applications and not just infrastructure related experience?

City's Response: We have implemented over the years version 6 to 7.5 to 8.8 to 9.1. We have also implemented PeopleSoft Tools along with the application versions. We added epay, ebenefits, and eprofiles. Other than that,

no other modules have been added. City talent dedicated to this project has experience with TAM/CG is a super user and has helped implement TAM/CG in version 8.8 at the county as well.

6. Question: Does the City of Springfield want Training for End Users as part of this RFP response?

City's Response: No, we feel we are well versed enough to be able to create documentation, a training curriculum and train the users in-house.

7. Question: Are you ok with offsite remote work where applicable?

City's Response: Yes, so long as it increases cost efficiencies and does not negatively impact communication. Please refer to the RFP Section 3 number 7.

8. Question: Could you please provide the Microsoft Word or Microsoft Excel files for the attachments that need to be included in the response document?

City's Response: Please see the RFP attachments for the forms to complete and return.

9. Question: Should we submit Attachment #4 – Sample Contract (filled) as part of the submission? Should it be in the company's letter head?

City's Response: Jayne, can you answer this?

10. Question: As part of the submission, are we correct in identifying the following order and contents of the submission?

- A. Cover Letter
- B. Firm Background
- C. Resume of Lead Developer only
- D. Firm Qualifications (Attachment #2)
- E. Implementation Plan and Approach
 - i. For Project One – PeopleSoft Timecard
 - ii. For Project Two – Talent Acquisition Management and Candidate Gateway
- F. Task and Fee Proposal (Attachment #3)
- G. Additional Services section – to fill the table providing hourly rate for various Job Titles listed on Page 7 of the solicitation
 - i. Note: To use Attachment #3 for the Additional Services after the Contract is awarded.
- H. References – 3 references for PeopleSoft projects
- I. Attachment #4 in the Company's Letter head
- J. Attachment #5
- K. Attachment #6

City's Response: Please refer to the RFP Section III Proposal Requirements on page 4.

11. Question: We are assuming with the proposal response you are also asking for the confirmation of the acceptance of Terms & Conditions, not the signed copy? Can you please confirm?

City's Response: Correct. Refer to the RFP Page 4 Section III Proposal Requirements 2. Cover Letter and 1. Attachment #4- Sample Contract.

In the event that it is necessary to further amend, revise or supplement any part this ITB, additional addenda will be posted on the City's website at <http://www.springfield-or.gov> (select the **Purchase Contracts** hyperlink and RFP 1702 PeopleSoft Timecard and Talent Acquisition Management Projects Addendum #2). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers to whom City provided the initial RFP. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL BIDDERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #2 AS PART OF THEIR SUBMITTAL PACKAGE.