



October 10, 2016

REQUEST FOR PROPOSALS

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

ADDENDUM #3

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.

The Schedule for Selection Process has been updated to the following:

V. Schedule for Selection Process

RFP Package Available	September 16, 2016
Optional Meeting	September 22, 2016 2pm local time
Request for Clarification Due (if applicable)	October 11, 2016 5pm local time
Response to Clarification Due (if applicable)	October 12, 2016
Proposals Due by:	October 20, 2016 2pm local time
Notification of Review & Interview (if applicable)	October 28, 2016
Review & Interview (if applicable)	November 1– 2, 2016
Intent to Award Notice (approximate)	November 4, 2016
Contract Award (approximate)	November 15, 2016

1. **Question:** What is identified as in-scope for the implementation of TAM/CG, specially, whether the below are included?
- Integration with external jobsites to post job openings
 - Applicant screening (online, pre-screening, and screening levels)
 - Resume Extraction
 - Setting up of Templates (Resume, Job Opening, Screening)

City's Response: There is functionality that we are not planning on implementing now. Please see the attached business process document on what we are implementing and what we will be waiting on. From the above list,

- o we will not be integrating with external job sites,
- o we will have online screening and screening levels,
- o we will not be using the resume extraction, and
- o yes, we will be setting up templates for resume, job opening, screening, etc.

2. **Question:** The TimeCard system documentation helps identify the impact of the Account Code change to a large extent. But, do you have any formal impact analysis done, and could that be shared, for a more accurate estimate of the effort?

City's Response: No, we do not have a formal impact analysis done.

3. **Question:** Does this project include populating new account codes in all the HCM system and interfaces or just the TimeCard System?

City's Response: Yes, this project includes populating new account codes in all of the HCM system. It would include the employees default account string, earnings distribution with percentages, valid combo table, account code table, and GL account code table. Most of these changes can be done through in-house resources. We are looking at using component interface which we need some help with. We are looking at creating an allocation table where an employee can use a code word and through loading pay sheets, it will split out time based on the allocation account code strings and the percentages just like earnings distribution works now.

4. **Question:** What is the current status of the implementation of TAM/CG? This helps us identify what can be accomplished in the 2-months' time frame, assuming that we start on 11/01/2016.

City's Response: In Addendum #1 there is answer to a question about the flexibility to extend the timeline. Project dates may be flexible so you may have more than 2 months. We have gone through the TAM setup and we are working in the test environment. We are about 50% done with TAM and can access Careers from the menu in Recruiting. We need to do the entire setup and hardware configuration for Candidate Gateway.

5. **Question:** Are the changes needed to be made on the Financials side for the addition of the new Chartfield – Program – complete?

City's Response: No, it is not complete but in progress. We do not have a completion date.

6. **Question:** What is the impact of holidays (Christmas/New Year) on the TAM/CG go-live in terms of availability of resources?

City's Response: We are still determining our schedule for Christmas but there may not be anyone available the week between Christmas and New Year's. We have defined holidays where the City is closed (Thanksgiving, the day after Thanksgiving, the Monday after Christmas, and the Monday after New Year's). The employees that are not taking any additional days off will continue to work on the project.

7. **Question:** What are the current projects in progress that may have an impact on this project in terms of systems and resources availability/conflicts?

City's Response: We have a small staff. These projects will be our priority but there are other things that may come up. Projects that we need to be available for are year-end tasks, tax updates, new budget system (Board), emergencies, trouble shooting, and Laserfiche projects. We are planning on starting the HCM upgrade after we go live with TAM/CG and need to have the upgrade completed before the end of the calendar year 2017.

8. **Question:** Are there any issues/risks identified that impact the project timelines that you would like to share with the vendors?

City's Response: HR has a small staff. They currently do not have an HR Director. There are several recruitments happening, issues that have to be resolved, new employee training, benefits, etc. IT resources are limited also. I think competition for resources will have the biggest impact.

9. **Question:** What is the scope of (or the preferences for) training, specifically for TAM/CG? - Who (select power users, end users), what method (documentation, webinars), and when (2 to 3 weeks prior to go-live)?

City's Response: Most of the work in TAM/CG will be in HR besides the applicants applying for jobs. Any training needed will be in-house. Training is not part of the scope.

10. **Question:** What feature pack of HCM 9.1 are you on?

City's Response: Currently we don't implement feature packs because of lack of resources.

11. Question: What is the volume of job applications, anticipated, to hit the PeopleSoft Careers sites (External/Internal)? This helps us with the sizing of hardware.

City's Response: This will be all virtualized in the existing environment. No additional hardware will be needed. We will be adding OS licensing. All applications will be coming in through the external site (even employees). We average about 50 postings a year. Most postings receive 20 to 100 applications with an average being 40 to 50. So that averages out to about 2500 applications per year. That number will grow as we have a large pool of employees that are retirement eligible.

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 #3). 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 #3 AS PART OF THEIR SUBMITTAL PACKAGE.