



ADDENDUM NO. 2
May 18, 2018

RE: **RFP 073.18.B5, Workday Additional Post Implementation Services**

FROM: **Purchasing Office
Howard County Public Schools
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-5644
(410) 313-6789 fax**

TO: **PROSPECTIVE BIDDERS**

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

1. INSERT: Questions and Answers – May 18, 2018

Question No.	Question/Comment	Answer
1	What modules are currently in production?	Workday modules currently in Production are: HCM - Compensation, Benefits, Payroll Management, and Time and Absence Financial Management - Accounting and Finance, Expenses, Procurement, Inventory, Consolidate and Close, and Grants Management
2	What staffing models are in use? It appears from the RFP to be job management for temporaries and position management elsewhere. is that correct? (The reason for this question is that if HCPSS is not using position management and want to switch to it, that would be a larger effort than optimizing an existing position management staffing model implementation.)	This information is not available.
3	How many unique onboarding processes does the client expect to have? Eg. Are the onboarding process and documents different for professional staff/administrators/educators than for temporary/non licensed staff?	This information is not available.
4	Do they want to implement electronic I-9 and eVerify?	This information is not available.
5	It is noted that HCPSS requires the use "Workday certified engineers" - is it the intent that the firm providing the resources be a Workday Certified Services Partner?	Per Addendum No. 1 dated May 14, 2018, paragraph 4.5.3 now reads as follows: is a current Workday Services Partner that can supply experienced personnel to perform the work detailed in Section 4, including certified Workday Engineers.



Question No.	Question/Comment	Answer
6	Payroll issues were listed under Project Requirements. Is it possible to share a high level summary of the issues being experienced?	This information is not available.
7	For the MD State Retirement: <ol style="list-style-type: none"> 1. Can you provide an overview of the payroll issue with respect to MD State Retirement? 2. Is the issue related to the reporting of contributions to the MD State Retirement Agency or related to the calculation? 3. Is there an integration established with the MD SRA or a report that is uploaded to their secure website? 	This information is not available.
8	For Retro Pay Issues: <ol style="list-style-type: none"> 1. Are you currently using Retro Pay? If so has it been in use since original go-live or has it recently been made deployed? 2. Do you have issues with deductions and the difference between retro and arrears processing? 3. Do you pay in arrears or current? 4. How many different pay groups and frequencies do you have? Please provide a list with descriptions that include frequency and if there are hourly vs. salary in the paygroup. 5. Do you use Workday Timekeeping or another tool for recording time for your hourly employees? If not using Workday, please describe at a high level the process for paying your hourly employees (e.g. Payroll Input, EIB's, integration from 3rd party vendor). 	This information is not available.
9	For Paid Time Off: <ol style="list-style-type: none"> 1. If possible, please provide a high level overview of issues that you are encountering. 2. Do you use Workday Absence for your hourly and/or salaried employees? 3. If not using Workday, please describe at a high level the process importing Absence Data into Workday (e.g. Payroll Input, EIB's, integration from 3rd party vendor). 4. For Salaried employees, do you have a salary reduction for paid time off? Do you show time off taken on employees pay statements for salaried employees? 5. Please list the current types of Time Off plans you currently have for your employees. 	This information is not available.
10	For Dashboards: <ol style="list-style-type: none"> 1. Are there any dashboards configured today? 2. Please list the types of dashboards and reports to include in the dashboards (include if these are standard delivered 	This information is not available.



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	Workday dashboards or if you are asking for custom dashboards to be created).	
11	For Release Management: <ol style="list-style-type: none"> 1. Please describe your current release strategy today for Workday. If you have a tenant management strategy, please include that, as well. 2. Do you use Customer Central to manage your tenants? 3. What type of system do you use for tracking and managing defects? 4. Do you have a current release strategy for other systems used by Howard County Public Schools? 	This information is not available.
12	For Mobile do you already have Expense Reporting implemented in Workday?	This information is not available.
13	Under Section 7 Price Proposal, it appears you want only billing rates and not estimated hours – can you confirm that is the case?	Yes. Please provide billing rates only in your response.
14	For billing rates, can you confirm that submitting ceiling rates is acceptable? A ceiling rate is a rate that is as high as it could be but is likely not the actual rate for a particular resource. We'd staff resources according to need and look to come under the ceiling rate level as much as possible.	Please provide a range of billing rates based on anticipated services with a maximum ceiling rate.
15	We also alternatively could quote a rate that is the actual rate to be charged in all cases.	Please provide a range of billing rates based on anticipated services with a maximum ceiling rate.

2. **DUE DATE:** The Due Date has been changed to **Monday, May 21, 2018 at 11:00 am.**

END OF ADDENDUM