AMENDMENT TO REQUEST FOR PROPOSAL
HR Recruitment Software Replacement
of Current University Policies and Procedures on Certification of Activity on Federal Awards
(Effort Certification)

REQUEST FOR PROPOSAL (RFP) NO. 15P0011SAS
Procurement Officer: Scott A. Snedden

SUBMITTAL DEADLINE:
January 21, 2015 4:00 PM AT

ISSUED TO:
All Prospective Offerors

Dear Vendor:

The following clarifications and changes have been made to Request for Proposal No. 15P0011SAS for HR Recruitment Software Replacement:

The submittal deadline is hereby moved to January 21, 2015 at 4:00 PM AT.

A table of questions followed by answers has been provided. All written documentation is provided on our Procurement website along with a recording of the pre-proposal conference. All other terms and conditions remain the same.

Sincerely,

UNIVERSITY OF ALASKA FAIRBANKS

Scott A. Snedden
Senior Contracting Officer

ACKNOWLEDGMENT
This Amendment does not require acknowledgement.
TABLE OF QUESTIONS AND ANSWERS

Question - How many hires does the University make annually?
Answer - 738 hires University of Alaska (UA) system wide. A best guesstimate to include temporary and student employment would be 1,500.

Question - Are you looking for a vendor or client hosted solution?
Answer - We would consider either solution.

Question - Under the Rate Offer section page 9 on the 15P0011SAS SOW RFP you list the following:
Cost Summary
· Approximate number of customers (students, faculty, staff): 45,000
· Approximate number of supervisors (hiring managers): 1,200
· Approximate number of HR admin/staff (regular users): 200

Are the above numbers for multiple University of Alaska campuses? In addition, please provide a total number the full time staff for the proposed software (user count)?
Answer - 13,000 total staff and faculty. Of those, 1,400 would be users of the proposed software.

Question - Please expand on the functionality of the requirement G6: Supports U.S. tax credit processing (e.g., work opportunity tax credits [WOTC], welfare-to-work tax credits, etc.)
Answer - In order for the University to qualify for these tax credits, paperwork must be completed and sent into the State, to determine if these individuals meet the requirement. It is required to have the ability to handle this through the system or handle it using the online system (once development is finished by the State of Alaska).

Question - Please expand on the functionality of the requirement G7: Integrates with providers of U.S. tax credit processing services
Answer - This would be the ability to work with our other vendors such as Glacier that help to determine if people qualify for tax credits, and the processing of the necessary paperwork.

Question - The SOW and Instructions to Offeror section 1.3 state different period of acceptance minimum validity days (120 and 60 respectively).
Would you please verify the minimum length of validity of the proposals?
Answer - Use the page limits as indicated on the evaluation criteria as your guide.

Question - The Electronic Signature Page states “Offerors will be received in the following format(s): USB Flash Drive/CD or DVD/ Email.”
Is this meant to mean that offerors can chose one of the three method to submit?
Answer - Yes, but typically vendors submit their offers (RFP) by email because of the advantages.

Question - The SOW Scope states “The solution must be flexible and recognize that each campus has its distinct processes, support structure, and branding yet also facilitate the establishment of University-wide standards, the sharing of data, and potential process integrations.”
Is this meant to mean the University is looking for a solution that operates independently for each location and branded according for each of the three major University locations (UAF, UAA, and UAS)?
Answer - Yes.

Question 4 - The SOW States in Q1 under Additional Questions states “Which are Banner” “Which are Higher Ed and Banner?”
Please provided additional clarification.
Are you asking how many customers do we have that utilize Banner as their HRIS system?
OR
Are you asking how many customers we have that have an integration with our system and their Banner system?
Answer - UA is looking for your customers who use your HRIS system and are also banner users. Of that number, how many of them are in higher education.

Question - How many unique recruitment workflow processes do you currently have?
Answer - Each of the three major campuses have a unique process.