NOTICE TO ALL BIDDERS

ADDENDUM NO. 1

REQUEST FOR PROPOSAL - B0003982– Human Capital Management Platform

This addendum is to provide all potential respondents the questions raised and the College’s response to each question.

The closing is amended to: Wednesday, September 30, 2020 at 3:00 PM CST.

CLARIFICATIONS:

- Proposals may be submitted via email at cgreen2@stlcc.edu OR delivered in a sealed container to: Department of Purchasing, 3221 McKelvey Road, Bridgeton, MO 63044.

- Incomplete sentence: Page 10/Line item 9 should read: Describe the ability to alert on or forward audit events to the customer environment.

Q1. Is there a functional requirements matrix assigned with this RFP?
   No. In addition to requirements provided in the Scope of Work, we require a login, ticket creation, search features, verification applicant accessed invite, detailed invoices that are easy to understand, and the system has to be user friendly.

Q2. Is there a pricing form associated with this RFP?
   No.

Q3. We understand the college is using Banner for HR and Payroll? Is there a need for a new Core HR system?
   Yes, the College is using Banner for HR and Payroll and there is not a need for a new core HR system.

Q4. Do you have a need for Compensation Planning for Merit or Annual Incentive Program?
   No.

Q5. What is your timeline for implementation? Do any functions (e.g., Performance Management, Learning, Recruiting, and Onboarding) need to be prioritized within the implementation?
Our timeline for implementation is 30 days before expiration of current contract; if available, it should be an option to exercise.

Q6. Do you have a different recruiting process for different sets of Employee groups? No.

Q7. How many employees do you hire a year? The number of employees hired varies.

Q8. In regards to your Full-time and Part-time employees, can you confirm the numbers? From IPEDS you reported in 2019 the following data
   FTE – 1124
   Part time – 1531
   Are these numbers accurate? If not, can you provide an actual breakdown of each? The IPEDS numbers are being used at this time. The numbers are accurate for the period reported for IPEDS. We can’t provide a further breakdown.

Q9. What are your requirements related to housing Job Descriptions? (i.e. will you require detailed job descriptions to be included in the requisition?) Both detailed job descriptions and boilerplate job descriptions need to be available

Q10. Do you have any requirements for integrations to 3rd party vendors for background checks, drug screens or assessments? Would you be open to switching vendors to use a pre-built integration with SuccessFactors? We do want integration with multiple background check, drug screenings, and TB surveys. We are not interested in switching vendors to use a pre-built integration with SuccessFactors.

Q11. What information does the College collect in addition to Direct Deposit and Emergency Contact information? We collect W-4s, state and federal.


Q13. Please describe your future state performance management process? The process would be online.

Q14. How often do you set goals within the organization? Goals are set annually.
Q15. Do you need the use of 360 review forms.  
   No, not currently.

Q16. Do different populations have a different review process?  
   No, the process is the same for every employee.

Q17. Do you have a specific route map (e.g., performance workflow) for future state?  
   No.

Q18. Will you use calibration in performance ratings?  
   No.

Q19. Have you heard or are you interested in continuous performance management with SuccessFactors?  
   We have not heard and we are possibly interested.

Q20. What populations do you need to manage in SuccessFactors Learning?  
   (i.e. Employees, Contractors, Vendors, Customers, Other External Learners)  
   We only need to manage employees.

Q21. Approximately how many courses will need to be migrated during your project  
   (including eLearning, Instructor-led and Documents)? (a “ballpark” estimate is OK)  
   Fifty or more courses will need to be migrated.

Q22. Approximately how many historical records will need to be migrated during your project? (a “ballpark” estimate is OK)  
   This number of historical records to be migrated is unknown.

Q23. How are the learning activities managed currently?  
   We are currently managing learning activities through SafeColleges for compliance.

Q24. Is there a centralized team or decentralized team controlling these activities?  
   It tends to be decentralized except for compliance topics.

Q25. If the administration team is decentralized, do you need the system to segregate what content or users the administrators can manage? (Please note this is not referring to the learner catalog.)  
   Yes.

Q26. Where would the W-9 fall into the requirements?  
   It is part of the onboarding process.
Q27. Where does Payroll fall into the requirements?
Payroll comes into the process after the new hire paperwork is completed and the employee starts with the College. When on boarding, recruiting, talent management and retention, payroll is a key element.

Q28. When might we expect answers to the clarification questions?
The college expects to have all questions answered by Tuesday, September 15, 2020.

Q29. Would you consider extending the proposal submission deadline to allow for adjustments after receiving the clarification questions?
Yes, we will consider extending the deadline, if questions cannot be answered timely.

Q30. What does St. Louis CC use for reporting?
The College currently uses Cognos for reporting.

Q31. Can you tell us specifically what 3rd party systems/vendors do you have in the HR department today including Payroll?
Third party systems used in HR include: PeopleAdmin, Equifax, IBM/Kenexa and Banner.

We are using Ellucian Banner.

Q33. What solution(s) does St. Louis Community College currently use for the areas mentioned in Section 2 Scope of Work (recruitment, onboarding, learning, performance)?
The college uses PeopleAdmin for recruitment and SafeColleges for compliance training.

Q34. Is Payroll under HR or Finance?
Payroll is under Finance. HR manages onboarding; Finance handles the remaining process.

Q35. Can the prime vendor use client references from their subcontractors in the proposal submission?
Yes, if they integrate with each other.

Q36. Due to the complexity of the solution, is it possible to extend the proposal due date to October 15th, 2020, at 5 PM EST?
We are extending to September 30th.

Q37. Is the St. Louis Community College willing to negotiate a cap on the unlimited liability clause on the future contract?
Yes.

Q38. If vendors suggest changes to the standard contract terms will they be disqualified?
   No, but we reserve the right to amend any changes.

Q39. Can commercial clients references be used to fulfill the RFP references requirements?
   Yes, however, we prefer related industry references, if any.

Q40. Are there any restrictions on using project resources based in Global Delivery Centers outside of the United States?
   We are not aware of any restrictions at this time.

Q41. Is STLCC looking to replace Banner with a new HRIS system, or are you looking to add the Recruiting, OnBoarding, Learning and Performance and Goals capability to your existing Banner HRIS system?
   We are not looking replace Banner; we would like to add the additional modules.

Q42. Is the 18 page PDF the only document for the RFP, or are there other files we need to be aware of?
   The 18 page PDF is the initial document; addenda will also be posted on the web page at stlcc.edu/purchasing.

Q43. Has STLCC seen demos of HCM software solutions prior to the release of this RFP? If yes, which ones?
   Yes, prior staff has seen demos; current staff responsible for decision has not seen demos.

Q44. What does St Louis CC use for reporting?
   Cognos is used for reporting.

Q45. Does the 1,700 employees include student workers?
   Yes.

Q46. Much of the required functionality in the RFP triggers Core HR processes, would you consider a solution that replaces your Core HR and also integrates with Banner Payroll, Financials and Student; if not, why not explore that option?
   Yes, we would consider such a solution. However, we are not likely to change, but would be willing to explore.

Q47. Will you accept a scanned/inserted signature or will you require a wet signature?
   Yes.

Q48. Can you share what the selection criteria is and the weight of each one?
Selection criteria includes: level of customer service, user-friendly, consistent updates, quality of application, training, and webinars available, cost-effective.

Q49. Will you request demo’s and when will they take place?
Demonstrations will be requested from finalists.

Q50. Will the demo’s be remote or onsite with precautions in place due to the pandemic?
Demos will be remote.

Q51. Can you say, in order, what the priorities are with regard to recruitment, onboarding, learning and performance?

Q52. Since St. Louis CC is a political subdivision of the State of Missouri, will the state influence the vendor decision?
No.

Q53. Is funding approved and set aside for this project?
Yes.

Q54. Is St Louis CC looking to select one vendor for all modules, or is it possible to select multiple vendors for best in breed offering?
Currently we intend to select best in breed depending on what is offered.

Q55. Is Recruiting a centralized process for all campuses/centers?
Yes.

Q56. Who does SLCC currently use for an assessment vendor for applicants, and for background screening?
The college currently uses PeopleAdmin.

Q57. If the current vendor(s) are able to integrate with SAP SuccessFactors, will SLCC continue to use those vendors?
PeopleAdmin

Q58. Is there a need to migrate existing and historical requisitions and applications from People Admin into the new Recruiting solution?
Yes.

Q59. Is the Onboarding process varied by type of position/location, or do all new hires regardless of position/location complete the same Onboarding process today?
The process is the same for all new hires with some variation dependent on the position.
Q60. Does SLCC want/need new hire data to integrate to the current HRIS solution if not implementing new Core HR system i.e. SAP SuccessFactors Employee Central? Yes.

Q61. Who does SLCC currently use for a Learning Content provider, or is it developed in house? We currently use SafeColleges.

Q62. Is the performance management process conducted annually? Yes.

Q63. Does the performance management process vary by position/location? No.

Q64. Is there a requirement to migrate and store historical performance reviews? This data must feed into Banner.

Q65. Does SLCC currently use competency modeling for positions? No.

Q66. Is SLCC interested in Continuous Performance Management that allows for ongoing performance discussions throughout the year? Yes.

Q67. Does SLCC have a need for a Succession Management and Career Development solution? Yes.

Q68. Is there a desired go live date for the new solution(s) or contract expiration dates for current solutions that drive a need to be live with the new solutions by? Yes, we would like to go live May/June 2021.

Q69. Will you accept a scanned/inserted signature or will you require a wet signature? We will accept a scanned signature.

Q70. Since St. Louis CC is a political subdivision of the State of Missouri, will the state influence the vendor decision? No.
Except as amended in Addendum No. 1, all components of this Request for Proposal remain unchanged. Please include a signed copy of this addendum with your proposal submission.

Sincerely,

Cynthia Green
Purchasing Supervisor

__________________________  __________________________
Signature                  Company & Phone Number