

Below is the complete list of submitted vendor questions and their answers. Please note that the terms HRIS and HCM are meant to represent the same thing in the context of this RFP – a system or systems providing HR, Payroll, Timekeeping, and ancillary services.

Proposer Questions and Answers

- 1. Q:** What HRIS is the District purchasing as a stopgap?
A: The District is not seeking to procure an HRIS stopgap, but rather a stopgap payroll system.
- 2. Q:** The Proposal Form seems to be formatted for a system implementation project, given that Item #1 is for Implementation Services and many of the Cost Categories would not be applicable to a system selection effort. How does the District want vendors to respond with cost items on this form?
A: Please provide consulting services costs in the *Other Services* line and disregard the other lines if bidding on consulting services only. If bidding on the implementation optional services, then please use other lines as appropriate.
- 3. Q:** In addition to the system selection effort, is the District requesting estimated vendor costs to complete the implementation?
A: Please provide estimates only if bidding on the implementation optional services.
- 4. Q:** How long does the District typically give bidders to respond to the type of RFP that will be produced for the HRIS Selection (e.g., 4 weeks, 6 weeks, etc.)?
A: This depends on the complexity of the RFP. Generally, for a complex RFP, the District would provide proposers four weeks to respond and would consider a two-week extension, if requested. This RFP was extended due to the holiday season and the resource constraints this time of year presents.
- 5. Q:** Is there a budget that the District is able to share for the system selection?
A: The District does not have a budget for this project. The District will determine the best solution to meet its needs and will then request funding for it.
- 6. Q:** Given the new timeline in Amendment #1, does the anticipated project timeline remain the same?
A: Amendment #1 extended the response date and the anticipated contract start

date by two weeks. Everything else remains unchanged by this amendment.

7. **Q:** If we are awarded this contract, the optional services as stated, in Section 3, manage the implementor for HRIS product selected, will we be able to be part of the team implementing the HRIS product selected? Our will implementation of HRIS product be a conflict of interest for us?

A: If a proposer is awarded a contract with the District, this proposer would be expected to represent the interests of the District. This could present a conflict interest if the proposer is also the implementor.

8. **Q:** One of the revised minimum qualifications described in the Amendment 2 states that “Proposer shall have experience integrating the HRIS with other systems (e.g., payroll, ERP, and benefits management systems) and/or one HRIS product with another HRIS product.” Can the District please confirm that this qualification implies that the Proposal shall have experience “guiding the integration” of HRIS with other systems (as against actually performing such integration)?

A: Yes, the qualification is for guiding the implementation, not for actually implementing the new HRIS system. You may submit the RFP as a consultancy if you don't meet the qualifications for the optional service of guiding the implementation.

9. **Q:** Under Section C – Specific Requirements of the Statement of Work, the RFP indicates that the District is procuring a Payroll system as a stopgap solution. In this regard, please clarify the following:

- a. **Q:** Does the current PeopleSoft solution support payroll functions?

A: Yes.

- b. **Q:** How far along is the District in the process of procuring a stopgap payroll solution (e.g., seen demonstrations, solicitation issued, evaluating solutions, acquired software, implementing the selected solution, etc.)?

A: The District is currently evaluating vendors.

- c. **Q:** What is the timeline for implementing the stopgap payroll solution relative to the new HRIS acquisition and implementation?

A: The District is currently aiming to have a new Payroll System in production by December 2026.

- 10. Q:** What is the anticipated budget for the HRIS Consultancy services for (a) the consultant engagement through the selection of a new HRIS and (b) the project management for implementation of the selected HRIS?

A: Please reference the answer to Question 5.

- 11. Q:** Contract Equity Program: Does a firm who is certified as an SBE by California DGS and as a DBE under the CUCP qualify to receive the additional 5 points in evaluation?

A: Yes.

- 12. Q:** Section III. DISTRICT PROCEDURES, TERMS, AND CONDITIONS, Item B – Evaluation Criteria, Sub-Item A – Technical Criteria appears to be relevant to the HRIS Replacement/Implementation partner. For example,

- a. Q:** Under “Product Expertise:, the criteria includes factors such as Product Customization and Configuration Capabilities, Implementation time and complexity, Ancillary services provided by the product vendor.

A: These criteria apply only if bidding on optional services, which are clarified in Amendment II.

- b. Q:** Under “Product Implementation Experience”, the criteria includes factors such as experience implementing Variety of HRIS platforms, experience integrating HRIS product with other systems, Customizing/Configuring a variety of HRIS products.

A: Please reference the answer to Question 12a.

- c. Q:** We request that these (items 12a & 12b) criteria be removed or appropriately modified for the HRIS Consultancy project.

A: Please reference the answer to Question 12a.

- 13. Q:** Under “III. DISTRICT PROCEDURES, TERMS, AND CONDITIONS”, Item E – Warranty states that “Proposer expressly warrants that all goods and services to be furnished pursuant to any contract awarded it arising from the Proposal will conform to the descriptions and specifications contained herein and in supplier catalogs, product brochures, and other representations, depictions, or models, and will be free from defects, of merchantable quality, good material, and workmanship.” Further, the same paragraph also indicates that “Proposer warrants that all work and services furnished hereunder shall be guaranteed for a period of three years from the date of acceptance by the District.” This language

appears to be more suitable for HRIS Replacement vendor (and not so much the HIRS Consultancy firm). The firm selected for the HRIS Consultancy engagement will primarily develop documentation and reports that contain strategic advice, procurement strategy and HRIS requirements/specifications, all of which will become actionable through the selection of a new HRIS system. We request the District consider deleting Item E – Warranty in its entirety.

A: This is standard language in the District’s RFP. Anything that does not apply to what you are bidding on is not applicable.

- 14. Q:** Similarly, Item G – Liquidated Damages appears to be more relevant to deliverables produced during the HRIS Replacement Project. We request the District to consider removing this paragraph for the purposes of the HRIS Consultancy project.

A: Please reference the answer to Question 13.

- 15. Q:** Price Proposal Form (Page 19 of 156) appears to request pricing for cost categories or items that are more relevant to the HRIS Replacement Project. For example, gap analysis, data cleansing, data conversion and migration, configuration, testing, user training, production go-live, post-production support, etc. are tasks/deliverables that should be expected of the HRIS Implementation Vendor. The tasks and deliverables that are relevant to the HRIS Consultancy partner are better described under Section I – Statement of Work, Item C – Specific Requirements (Page 4 of 156) and Item D – Deliverables/Reports (Page 5 of 156). We request the District to amend the RFP to revise the Price Proposal Form that bidders for the HRIS Consultancy project are expected to submit.

A: Please reference the answer to Question 2.

- 16.** We have some questions related to the instructions provided under Exhibit A, Required Documentation and Submittals (Page 21 of 156):

- a. Q:** Under Item 2 – Key Personnel, the RFP requires that the proposers should provide a list of key personnel “who will provide services/training to District staff and all key personnel who will provide maintenance and support services”. We believe that the HRIS Consultancy project does entail any training, maintenance and support services – rather, it involves the provision of strategic advice, procurement support, and project management services. Please confirm that our understanding is correct.

A: Please provide names only for applicable services. For example,

consulting services to the District.

- b. Q:** Item 3 – Description of Proposed Services states that “RFP response shall include a description of the terms and conditions of services to be provided during the contract term including response times.”; “The description shall identify spare or replacement parts that will be required in performing maintenance services, the anticipated location(s) of the spare parts, and how quickly the parts shall be available for repairs.” We believe that this information does not pertain to the HRIS Consultancy services (it may be more suitable for the HRIS Replacement project). Please confirm our understanding and consider deletion or appropriate revision of these requirements for the HRIS Consultancy proposals.

A: This is a standard RFP template. Please provide descriptions of services that you offer.

- c. Q:** Item 4 – Implementation Plan and Schedule states that proposal should include a plan and “The plan for implementing the proposed equipment/system and services shall include an acceptance Test Plan. In addition, the plan shall include a detailed schedule indicating how the Proposer will ensure adherence to the timetables for the final equipment/system and/or services.” We believe that this information does not pertain to the HRIS Consultancy services (it may be more suitable for the HRIS Replacement project). Please confirm our understanding and consider deletion or appropriate revision of these requirements for the HRIS Consultancy proposals.

A: The District expects a high-level plan and schedule for carrying out the RFP process, and if the proposer bids on and is awarded the implementation consulting optional service, the District would expect a high-level plan and schedule as well.

- d. Q:** The proposal submission requirements do not seem to include sections for a couple of items listed under the Evaluation Criteria making us wonder where we should provide the information that will be used for the proposal evaluation. Most importantly, items A – Technical Criteria and D – Relevant Experience of the Evaluation Criteria (Pages 7 and 8 of 156) seem to require specific information on the experience of proposers, but the proposal submission instructions do not have a placeholder for this information. Please clarify.

A: Proposers may include any relevant information in Exhibit H – Proposer Materials.

- 17. Q:** Please confirm that ALL information included in the RFP from Page 22 through Page 123 (of 156) is related to the Draft RFP for HRIS Replacement Project and that the District has provided this information to potential bidders of the HRIS Consultancy Project, only as background information. Also, please confirm that bidders on the HRIS Consultancy Project DO NOT to submit any information in their proposals directly related to the content on RFP Pages 22 through 123.

A: Starts at page 38 on the PDF. The Draft HRIS RFP was provided to give context to proposers. Bidders are welcome to comment on the Draft HRIS RFP.

- 18. Q:** EXHIBIT G - Preliminary Security Information Gathering appears to be more relevant and appropriate for the HRIS Replacement project (not as much for the HRIS Consultancy Project). Please confirm our understanding and consider deletion of these requirements for the HRIS Consultancy proposals, i.e., bidders for the HRIS Consultancy project do not have to address Exhibit G requirements in their proposals.

A: The District's IT Security group has determined that Exhibit E - IT Services Agreement will suffice in satisfying IT security needs and therefore proposers are not required to submit Exhibit G - Preliminary Security Information Gathering.

- 19. Q:** What is the "stop gap" Payroll system vendor and

A: Payroll vendors are still being evaluated at this time.

- a. Q:** when is it expected to go live compared to the HRIS project timeline

A: Please reference the answer to Question 9c. The HRIS timeline will be determined by a variety of factors, such as scope, and may include yet another replacement of the payroll system.

- b. Q:** what are the impacts to the HRIS project if the IT team and functional Payroll experts are focused on that implementation.

A: The District is aware of the resource constraints and impacts to the projects of these concurrent efforts. This will require coordination by the District and the proposer to mitigate such impacts.

- 20. Q:** How mature is your procurement process?
- A:** The District has a mature procurement process with policies, procedures, and templates overseen by the District's Purchasing Department.
- a. Q:** Will your procurement team manage the HRIS procurement process with our assistance or is it expected that we will take a lead role in the procurement process?
- A:** The District's expectation is that the selected proposer will assist the Product Owner and Project manager in drafting a final RFP that meets the District's needs and if selected to assist with the implementation optional service, that the proposer would assist with implementation-related tasks.
- 21. Q:** Are you assuming an RFP will be issued for a HRIS system and the system implementation at the same time or would you like to discuss the pros and cons of doing these at the same time or sequentially as part of the selection process?
- A:** The District intends to procure the product and implementor at the same time, but the District values any consultancy advice.
- 22. Q:** Most modern ERP systems include HR, Payroll, Finance, and Procurement. Is there a reason the focus of this RFP is for HRIS only?
- A:** The District intends to procure HR, Payroll, Timekeeping, and other ancillary systems as outlined in Exhibit D – Draft HRIS Replacement Project RFP.
- a. Q:** Is there a desire to also include Finance and Procurement?
- A:** The District recently procured Oracle Financial Cloud to satisfy its Finance and Procurement needs. These are outside the scope of the HRIS RFP.
- 23. Q:** Is the creation of a business case required or desirable as part of this engagement?
- A:** A business case has already been established and the HRIS Replacement Project approved.
- 24. Q:** On page 12, this is under the following instruction(s) are provided in the Response Format section. QUESTION: Can the District provide guidance on how organizations who have proprietary/confidential information can mark items appropriately?

2. RFP responses, in whole or in part, are NOT to be marked confidential or proprietary. The District may refuse to consider any RFP response or part thereof so marked. RFP responses submitted in response to this RFP may be subject to public disclosure. The District shall not be liable in any way for disclosure of any such records.

[Section 4.C.2; RFP page 12, pdf page 13]

A: Proposers should not include anything confidential or proprietary as the District is a public entity subject to public record requests.

25. **Q:** What is EBMUD's budget for these services?

A: Please reference the answer to Question 5.

26. **Q:** Can EBMUD provide background on the District's previous RFP process, attached to the current RFP?

A: In 2020, the District performed a detailed business process review of HR and Payroll and documented the requirements in the Draft RFP.

- a. **Q:** At what point in the procurement process did that initiative stop and for what reason?

A: The process was stopped at point where the RFP was being finalized for publication. The RFP process stopped because of resource constraints due to multiple large projects. The District decided to focus its resources on a Retirement System Replacement project, which is now well underway.

- b. **Q:** Please comment on the extent of how the key conditions that impacted that RFP's termination still exist or have been addressed.

A: The District intends to mitigate the resource constraints with additional project positions, procuring consulting services, and transferring experienced project team members from other projects as they complete.

27. **Q:** To what extent does the District believe that the requirements within the previous RFP meet its needs?

A: Requirements in Exhibit D – Draft HRIS Replacement Project RFP reflect current state and the District is looking to the consultancy to augment these requirements.

28. **Q:** Did the District utilize a consultant to assist with the previous RFP? If so, is that consultant eligible to assist with the services within this RFP?

A: The District utilized in-house resources, including a consultant, who are still

available to the District.

- 29. Q:** Would the District be open to reviewing a proposal with multiple consulting approaches to providing the requested services in order to meet EBMUD's various timeline needs?

A: Yes.

- 30. Q:** Is it acceptable to propose optional services in addition to the requested services within the RFP?

A: Yes.

- 31. Q:** The proposal form in Exhibit A page 6 for cost proposals does not seem to be formatted for the services requested within this RFP.

A: Please reference the answer to Question 2.

- a. Q:** Is there another format that should be used, or can proposers submit their own format so long as the pricing is clearly laid out?

A: Please use the sheet provided as described in the answer to Question 2 to list total costs. Proposers may detail expenses in Exhibit H – Proposer Materials in any format.

- 32. Q:** In exhibit A, page 9, the RFP requests an implementation plan and schedule. Would it be acceptable to submit a schedule for the requested services instead?

A: Yes.

- 33. Q:** For the references requested in exhibit A, page 9, is it acceptable to the District for consultants to provide additional references beyond the three required that would be relevant, even if they do not meet all the requirements in items b-c of the references section on exhibit A page 9?

A: Yes.

- 34. Q:** Is the District OK with a blend of onsite and remote work?

A: Yes, provided that proposer resources are available during PST business hours.

- 35. Q:** Is the District expecting a single product to meet all needs? OR is the District open to the best fit solution for the requirements as determined through the engagement?

A: The District is open to any solution that best meets its needs.

- 36. Q:** The proposal Form is for an implementation, not an evaluation and selection of the HRIS System. Given the implementation quote would come with a vendor quote or after the solution is selected, what is the District's expectation of completion of this form with the RFP Response.

A: Please reference the answer to Question 2.

- 37. Q:** Exhibit A page 6 Description of proposed system. This is not applicable as currently there is not a proposed system, that is what the RFP process is for. What is the District's expectation for completion of this section?

A: Please reference the answer to Question 12a.

- 38. Q:** Exhibit A, page 9, section 4 Implementation Plan. This also speaks to the implementation of a product which is not the objective of this RFP. What is the District's expectation for completion of this section?

A: Please reference the answer to Question 12a.