August 19, 2020
Request for Quotation (RFQ)
COMMERCIAL ITEM PURCHASE
of a
Human Resource Information System
ADDENDUM NO. #3

All firms submitting under the Request for Quotation (RFQ) for the referenced purchase shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

Acknowledgment of RFQ Addendum: The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Suzanne Thomas
Procurement Officer
ALCOSAN

_____   _____

Acknowledgement   Date

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DRAWINGS/FORMS

1) None.

INFORMATIONAL

No Informational Meeting was held under this purchase.

QUESTIONS AND ANSWERS:

ALCOSAN is a Municipal Authority and must advertise for commercial items exceeding a certain threshold. We are not looking for a custom system or support. This purchase is for a COTS product with implementation and training.

The following Questions have been submitted under this purchase.

1. Do you know if it is hosted on Oracle Cloud infrastructure (possibly moving to as part of your upgrade) or is it hosted locally?
   a. *JD Edwards is hosted locally.*
2. FMLA tracking - do you have the need to track hours or if someone is just on a leave or both? Any other types of leave tracking?
   a. *Yes.*
3. Integrations to time and labor and benefits - open to manual integrations to reduce cost or must be automated?
   a. *Automated.*
4. Retiree information - what do you track here? Does this include pensioners?
   a. *Only pensioners. Tracking of payments, beneficiaries.*
5. Recruiting - do you post jobs to linkedin, indeed, or other job boards? If so, which ones?
   a. *Linkedin & Indeed.*
6. Automatic total activity hours calculated - is there some 3rd party system you use to track this or is it based on user input to the system?
   a. *User input for our Pulse Program.*
7. Learning and Development - do you have SCORM content you wish to use?
   a. *Yes, as well as AICC, but content creation is still in the early stages.*
8. Apprenticeships - how many apprenticeship programs do you have or wish to build out? Use grade step progressions? Do you have unions?
   a. *4 programs. Percentage increases based on the trade progression. We have a union.*
9. Can a list of integrations be provided?
   a. *MS Office (Word & Excel), JDE and Novatime.*
10. Any manual process that you would prefer to be automated?
    a. *Integration with JDE and Novatime.*

11. Please specify if proposals should be delivered in hard copy to the provided address and if so, how many copies should be provided. Alternatively, please specify if an electronic copy is preferred or also required along with hard copies.

    a. *Electronic copy may be emailed to Suzanne.thomas@alcosan.org. If proposers want to bring proposals to the plant, please allow enough time to process through Security. All visitors to the plant must wear masks.*