

ADDENDUM 2 TO REQUEST FOR PROPOSAL NO. 663-BC
WORKDAY HUMAN CAPITAL MANAGEMENT AND WORKDAY FINANCIAL
CAPITAL MANAGEMENT IMPLEMENTATION CONSULTANTS

University of Nevada, Las Vegas

Purchasing Department



4505 Maryland Parkway

Las Vegas, Nevada 89154-1033

(702) 895-3521

Date of Addendum: January 15, 2016

**THE FOLLOWING ADDITIONS, DELETIONS, CLARIFICATIONS AND/OR CHANGES
SHALL BE MADE AND INCORPORATED IN THE SUBJECT RFP:**

Section D – Scope of Work Specifications has been changed to the following (highlighted in red was added):

The University of Nevada, Las Vegas is looking for consultants who can assist with the local implementation of the Workday project. Areas of need include the following:

Human Resources

Payroll

Benefits

Compensation

Recruitment

Talent Management

Finance

Accounts Payable

Accounts Receivable

General Ledger

Purchasing and Contracts

Budget

Reporting

Training - both broad general user training and specific functional or technical training

Technical Integrations, **Functional operation assistance and/or End User Training**

UNLV is seeking experienced and qualified consultants to provide "Per Engagement" services to UNLV on an "as needed" basis.

This is a time and materials contract to assist UNLV with integration design and development, **functional operation assistance and/or end user training**.

For technical integrations

The successful proposer will assist with the Workday side of integrations and UNLV will be responsible for the non-Workday side of the integrations. The integrations that the successful proposer will assist UNLV with will be outlined at a later date per the need.

For the agreed upon integrations and on a case by case basis, deliverables may include but not limited to: an overall design of the integration(s), mapping of Workday fields/data to the necessary integration fields/data, and the coding of the Workday side (sending or receiving) of the integration.

For functional operation assistance

The successful proposer will assist with business operations performed in or by the Workday application. This may include but is not limited to performing transactions, analyzing business processes, managing activity backlogs, and identifying UNLV process improvement opportunities.

For end user training

The successful proposer will assist with developing and/or delivering UNLV-specific Workday training materials and/or content. Audiences may include central administrative staff (super users); module-specific functional user groups for areas such as expenses, core human resources, recruitment, procure to pay, grants, and asset management.

Question 1:

Is all the work to be done onsite? Or can the work be done from our office with periodic face time?

Answer 1:

Work can be done remotely with periodic face time, however UNLV prefers work to be performed on-site.

Question 2:

RFP Section B, 2, 1. Experience & References; item c. Resumes (RFP pg 8):

Resumes are requested for key resources which would work on the project. Please:

a) Indicate the estimated start date for the support requested so we can look at resources with targeted availability for that time frame.

Answer 2a)

Work would be expected to begin as early as March 2016.

b) Confirm that we can provide one resume example for a Key Resource per area or collection of areas (e.g., Resource 1: HCM and Comp, Resource 2: Payroll; Resource 3: GL and AR, Resource 4: Integrations, etc.)

Answer 2b) One resume example per area is acceptable.

c) If so, we will need to alter the pricing table or provide a second table, and we are seeking approval per RFP requirements to make such alterations.

Answer 2c):

You may add additional lines or pages for the RFP Section E Pricing Fee Response Form. On the form it reads “. Any activities that your firm offers and it is not listed please add additional lines to the pricing sheet.”

Question 3:

RFP Section D, Scope of Work (RFP pg 17): Can you confirm the most immediate need per the Scope description is for Integration support, and other support (e.g., functional support) will be brought forward as the need arises?

Answer 3:

The most immediate need is for integration support, but that may change if there are high priority functional requirements or a lack of integration needs as the implementation matures.

Question 4:

RFP Section E, Pricing Fee Response Form (RFP pg 18): Our approach to Workday deployments combines onsite and remote services, especially related to integration development.

a) Understanding the request is to provided loaded rates (travel build in), is UNLV open to two rates by Activity category for each onsite and remote services?

Answer 4(a)

Yes

b) If so, we will need to alter the pricing table or provide a second table, and we are seeking approval per RFP requirements to make such alterations.

Answer 4(b):

You may add additional lines or pages for the RFP Section E Pricing Fee Response Form. On the form it reads “. Any activities that your firm offers and it is not listed please add additional lines to the pricing sheet.”

Question 5:

General Question: What systems does UNLV currently have in place for HCM, Financials, and Student Administration?

Answer 5:

Advantage Financials, Human Resources Management System (HRMS) and PeopleSoft Campus Solutions.

Question 6:

Page 3, paragraph 1 states “UNLV is seeking experienced and qualified proposers to provide “Per Engagement” services on an “as needed” basis.” Questions: 1) Please define “Per Engagement” and what percentage of the time as well as how we will be responsible for deliverables, cost, schedule, quality? 2) Does this additionally mean we will be asked to provide a complete team at times from Project Manager through functional and technical people? 3) Please define “as needed.” What kind of lead time do you anticipate, what will be the range in assignment durations and are you requiring a “bench” from which we supply consultants?

Answer 6:

1. “Per Engagement” – Projects identified as needs are identified and quantified. A scope of work will be created for each engagement. It will detail as best as possible expected deliverables that would result in a successful conclusion of the engagement.
2. Project management will be handled by UNLV. Only those individuals (technical and/or functional) that would be needed to complete the work associated with an engagement would be required.
3. “As needed” is once a specific need has been identified. It is our goal to have sufficient lead time to allow adequate response from the selected provider. The estimated duration for each engagement will be part of the statement of work provided at the time of the request. There is no expectation of a standing “bench”. However, an estimated time to positively respond to the engagement request should be provided.

Question 7:

Page 4, Paragraph 2 states “Proposer form submitted in Section E, defining the royalty percentage payments for proposer (“Proposer Payment”) and related royalty fee payments to UNLV (“UNLV Royalty Fee”).” Question: I see a Section E on page 18 to use for our entering pricing information but I see no text or reference to text on that form actually describing any “Royalty percentage payment” or any “UNLV Royalty Fee.” Where can we find this information? There are many other references to Royalty Fees throughout this RFP as well. Please clarify if your response here refers to all of the other references in the RFP as well.

Answer 7:

Section A. Introduction. 3. Terminology is revised as follows:

PRICING RESPONSE FORM -Proposer form submitted in Section E defining the payments for Proposer ("Proposer Payment")

Question 8:

Page 4, paragraph 4, states, "...the final and more extensive Contract..." Question: How can we get a copy of the actual "final and more extensive contract" for review by our legal department as soon as possible?

Answer 8:

Exhibit B of the RFP is the minimum contract terms and conditions. The final Contract will include details specific to the scope of this RFP. It is important to **note any objections** to these Minimum Contract Terms (**including all insurance requirements**), since the final Contract will be longer and contain more, rather than less terms and conditions than the contract in Exhibit B.

Question 9:

Page 4, paragraph 4, also states, "All UNLV contracts are subject to existing contracts (and any replacement contracts thereof)." Question: For our legal review, can you please direct us to copies of these "existing contracts" and clarify what is meant by "replacement contracts thereof?"

Answer 9:

The sentence is not applicable to this RFP and is deleted.

Question 10:

Page 6, item O) states, "All Proposers, by signing the RFP Response, certify that they agree to the terms and conditions set forth in this RFP and the attached minimum contract terms (including all insurance requirements) unless otherwise stated." Question: Here, on page 6, on page 19 and on page 24 I see information about the Certificate of Insurance but can we get confirmation that you do not actually want us to submit any COI information at this time but instead, only later, if we are favored with an award and then, in fact, only prior to the start of any actual work assignment. (Per page 24, item 11.)

Answer 10:

A Successful Proposer is required to submit a Certificate of Insurance following the award of a Contract.

Question 11:

Page 7, the last two lines state, "How many full-time employees do you have?" as well as "How many of those employees are contractors, how many are salaried?" and "How many employees are contractors?" Question: Please confirm that we should count those "employed" by us to include Independent Subcontractors" while they are on assignment for us.

Answer 11:

Question (a) under Experience and References is revised to delete the third bullet and add the following bullets:

- How many indepent contractors to you have available?

- How many total employees and independent contractors will be allocated to manage the project?

Question 12:

Page 8, Item 2, under the heading: Project Budget and Schedule Control, the two sentences say, “State what budget control techniques your firm intends to utilize per engagement.” and “State what schedule control techniques your firm intends to utilize for each engagement.” Question: Do you see us “owning” these engagements? Will there be a budget and schedule set for which we will be responsible to execute or is this just a matter of reporting progress with the project itself “owned by UNLV? Are we to use our reporting tools or does UNLV have a preference for us to use theirs? In what way are we responsible for deliverables? What percentage of all work, are engagements that are Firm Fixed Price? What percentage of all work are Not-To-Exceed engagements. What percentage of all engagements are Time and Materials engagements? Even just ball park numbers for these questions would be helpful here.

Answer 12:

Based on each statement of work, the consultants should estimate a budget and schedule. Yes vendors will be expected to report progress with the project owned by UNLV.

No specific reporting tools will be dictated by UNLV.

Specific deliverables will be articulated in the statement of work. You will be responsible for meeting the deliverables based on the agreed upon budget and schedule.

All engagements are Time and Materials based on the statement of work.

Question 13:

Page 10, item 3, sub item a) sentence 2 states, “The basis of the award will be determined by evaluation of items as listed in section titles “Evaluation of Proposals” and any other established purchasing methods that are applicable, which may include life cycle cost...” Question: How will you apply the “life cycle cost” evaluation methodology? This would appear to require an estimate of the “life cycle cost.” Is it your expectation therefore that the vendor will estimate the “life cycle cost” as part of a future bidding process in order to win specific pieces of business? What percentage of all of the opportunities will be subject to this process?

Answer 13:

No.

Question 14:

Page 13, item 15, Samples, states, “Proposers may be required to furnish a sample of the product being offered...” Question: How would you see applying this requirement to this RFP?

Answer 14:

The provision applies to products.

Question 15:

Page 13, item 16, **Small and Local Business Concerns Reporting Requirements**, sentence 4 states, "A "tier 2 supplier" or subcontractor is a supplier who is contracted for goods and services with a prime contractor, and may include, but is not limited to (MWDBE) and local business enterprises." Question: Just to clarify, "is not limited to" would therefore mean we should report on all MWDBE and local business enterprises as well as include all other subcontractors who may be neither MWDBE or local business enterprises in our report. In other words again, we should report on all subcontracted enterprises for, as indicated in sub item 16, a, (1) for the period, at a minimum, from July 1 2014 through June 30, 2015 (and our anticipated commitment to the current fiscal year).

Answer 15:

As stated in Section 16 (a) (1), the reporting requirement pertains to "Proposer's historical and anticipated commitment to Tier 2 MWDBE and local business enterprises."

Question 16:

Page 13, item 16, **Small and Local Business Concerns Reporting Requirements**, Section a, Sentence one states, "In compliance with NSHE policy... any RFP... that is anticipated to exceed \$1,000,000 at any time during the life of the contract shall provide the following reporting..." Question: What is the anticipated value of this contract?

Answer 16:

It is not anticipated that the value of the contract will exceed \$1,000,000.00

Question 17:

Page 13, item 16, **Small and Local Business Concerns Reporting Requirements**, section a, sub item (2), states "A listing of Tier 2 suppliers, including local and MWDBE suppliers, that will be given the opportunity to be considered and/or be utilized as subcontractors for any work performed as a result of this RFP. The listing must include the following information: The Name, city, state, Type of Tier 2 status (local, women owned, minority/and or disadvantaged)," and "Any certification of such status including the entity granting the certification if applicable." We use thousands of subcontractors. A large percentage fall into one or more of the special BE groups. Just listing out pages of these at 50 per page would consume over half of our UNLV allotted RFP page count of 40. Question: Can we give you just a sample of our qualifying subs and can we have the freedom to add to this list as we, hopefully, seek to fill future requisitions?

Answer 17:

Yes

Question 18:

Page 14, item 16, **Small and Local Business Concerns Reporting Requirements**, section a, sub item (3), **“This is a reporting requirement and will not be used for evaluating any Proposal.”** Question: Related to question 17 above, what would constitute meeting the “requirement.” Per question 17 above, can we list out 30 or so subs?

Answer 18:

Refer to Answer 17

Question 19:

Page 15, item 18, **Taxes, Licenses and Permits**, sub item a) states, **“It is the Proposers responsibility to secure all required licenses, permits and insurance... and item b) states, Companies conducting business in Nevada are required to have a current Nevada business license pursuant to NRS 76.100...”** as well as page 1 of 3 in Section F, line 2, etc. Question: We meet all requirements to obtain a business license in Nevada, but are not currently doing business there. Can we submit evidence of the license at the time the contract is awarded?

Answer 19:

Yes

Question 20:

Page 16, item 19, **Equal Employment Opportunity**, states in sentence two, **“All qualified applicants will receive consideration for employment...”** Question: Is the RFP saying that UNLV will consider offering “permanent employment” to those individuals coming into UNLV under this RFP as consultants, or is “employment” in this case, intended to just apply to all consultants placed at UNLV on temporary assignments and that, furthermore, UNLV does not plan to consider offering any of them permanent employment.

Answer 20:

Neither. It is a statement that UNLV is an Equal Opportunity Employer.

Question 21:

Page 21, Section C, **CONTRACT EXTENSION, ARTICLE II, SCOPE OF CONTRACT**, sentence one states, **“Contractor shall provide the services as further described in Exhibit A, as modified by Contractor’s Best and Final Offer, attached to Exhibit B (the “Services” which shall include any applicable Deliverable(s)).”**

21A. I see “Exhibit A” on page 19 as a sample Certificate of Insurance. Please direct us to the Exhibit A referred to above?

Answer 21A

Exhibit A to the Contract will be the scope of services based upon acceptable provisions of the Proposal.

21B I see "Exhibit B" as "Minimum Contract Terms, pages 20-31." Please also direct us to the Exhibit B referred to above as well.

Answer 21B.

Exhibit B is a Best and Final Offer (if applicable).

21C Regarding "...the Services which shall include any applicable Deliverable(s)). Per Page 17, paragraph 3, "This is a time and materials contract to assist UNLV..." We understand some work will be assisting UNLV people doing "integrations" grouped into "Per engagement" services on an "as needed" basis. Who therefore "owns these "applicable deliverables" and to what extent in areas as: schedule, cost (Firm Fixed Price or Not-To-Exceed) and quality?

Answer 21C.

UNLV owns the intellectual property to the Deliverables. Successful Proposer is responsible for delivering the Deliverables.

21D Do we manage the work, what might be the assignment duration in terms of "as needed" work; a few days or weeks or months of every day continuous duration.

Answer 21D.

Refer to Answer 6.

21E Do you require vendors to carry a bench for quick access to consults for short assignments? Please describe your deliverables in these terms and how it relates to the "time and materials contract" statement in paragraph 3 on page 17.

Answer 21E.

Refer to Answer 6.

Question 22:

Page 8, at the top of the page, which is a continuation of item 1 on the previous page, EXPERIENCE AND REFERENCES, section c, states, "Provide resumes of key staff that will be assigned to provide services described in this RFP." Can these be representative resumes in some cases since people are constantly coming and going on assignment.

Answer 22:

Yes, representative resumes are appropriate.

Question 23:

Has Workday gone live already? What is your anticipated deployment?

Answer 23:

Current go-live for both HCM and Financials is targeted for October 2016.

Question 24:

Financial Capital Management

24A. Will there be grant or fund management?

Answer 24A Workday grants & fund management will be implemented.

24B. What is the fiscal year?

Answer 24 B UNLV fiscal year runs July 1 through June 30.

24C. What type of financial budgets?

Answer 24C Position budgets, operating budgets and project budgets (which includes capital and non-capital projects)

24D. What is the organizational structure?

Answer 24D NSHE is a constitutionally created entity of the State of Nevada that is a single legal entity with 9 operating units (institutions) operating as separate companies. Our work is focused on the UNLV institution specifically.

24E. Is there consolidated financial reporting? At what level?

Answer 24E All campuses (institutions) roll up to a single GAAP basis financial report. Management reporting is rolled-up based on organizational reporting hierarchies.

24F. What type of industry requirements are there for reporting?

Answer 24F In addition to GAAP basis reporting, IPEDS reports (finance and HR), state budget reporting.

24G. Will there be requisition accounting?

Answer 24G Yes for pre-encumbrances and encumbrances.

24H. Is there Multibook accounting?

Answer 24H Yes, for asset accounting and for external (GAAP basis) financial reporting.

24I What is the purchase process?

Answer 24I Workday purchase process configuration still in prototype and testing phase.

24J What is the accounts receivable process?

Answer 24J The accounts receivable functionality will be initially focused on sponsored program activity which is primarily billed on an expense reimbursement basis.

24K Will there be international, or US only?

Answer 24K US only

24L What are the tax requirements?

Answer 24L Payroll tax compliance - currently anticipated 24 states - we have not yet evaluated third party service providers for this.

24M How many journal enteries per month/year?

Answer 24 M Volume not yet known pending Workday process decision regarding what will remain as a journal entry as we know it today vs. an 'operational transaction'.

Question 25:

Human Capital Management

25A Please indicate which HCM modules are in production now.

Question 25A Workday is not yet live at UNLV.

25B Please indicate any HCM modules that UNLV is planning to implement going forward.

Answer 25B We intend to implement core HR, Payoll and time tracking, benefits, absence management, and recruiting.

25CFor functional support work, will UNLV resources be available to participate in some of the work along with the deployment partner?

Answer 25C In most cases.

25D Please provide details around the current service delivery and support model for the Workday sytem. Number of support staff, process for making testing enhancements, etc.

Answer 25D Workday is not currently in production. Current non-Workday service delivery and support model varies by application, and can be provided in statements of work as appropriate.

Question 26:

Integrations:

26A What specific new integrations are you looking for your deployment partner to build?

Answer 26B This is an NSHE state-wide implementation. Our deployment partner and all their responsibilities will be addressed and handled by them. We are looking for assistance with local integrations needs that exceed the capacity of the UNLV project team.

26C Are modifications to existing integration solutions included in the scope of work?

Answer 26C As an initial implementation of Workday no existing Workday integrations exist for UNLV. Individual scopes of work will be defined where exisiting integration to legacy applications are needed.

26D What current integration solutions included in the scope of work?

Answer 26D Anticipated integration assistance for thrird party solutions include, but are not limited to, campus location, space management, inventory control, access control, and time keeping.

26E What current integration solutions are being used at UNLV? Packaged connectors, EIB, custom solutions, Studio, Other?

Answer 26E No existing Workday integrations solutions exist for UNLV at this time. Current integration solutions to legacy applications include packaged connectors, custom solutions, flat file import/exports, and API calls.

Question 27:

Please confirm that RFP responses should be addressed to Brandy Candelaria at UNLV. The response address in the RFP didn't include a contact name.

Answer 27

Proposals along with all required documents as described in this RFP must be sealed and submitted in an envelope with the response form and **MUST** indicate the name of the Proposer, RFP number, title as listed on the first page of the RFP, and date and time of opening on the outside of the envelope. **Telegraph, facsimile, email or telephone Proposals will not be considered. Pricing MUST be submitted in a separate sealed envelope.**

Submittal address:

University of Nevada, Las Vegas
4505 Maryland Parkway

Campus Services Building, Room 235
Las Vegas, NV 89154-1033

Question 28

What is the nature of the integrations contemplated - real time or batch, one-way or bi-directional?

Answer 28

There are several integrations that need to be complete. Some will be real-time. Some will be batch. Some will be one-way. Some will be bi-directional.

Question 29

For the areas of need identified on page 17 of the RFP, how many interfaces are planned (specific or rough number please)?

Answer 29

There are approximately 100 interfaces planned. The number for which assistance will be needed is not yet known.

Question 30

What UNLV systems are planned for Workday to integrate with?

Answer 30

There are too many to list.

Question 31

What technologies, such as programming languages will be used?

Answer 31

Most of the applications have interface options.

The plan is to use the tool that works best for the application being integrated.

Knowledge of Java and PeopleCode is strongly recommended.

Familiarity with middleware tools such as IBM Cast Iron is preferred.

UNLV's database platform is Oracle.

Question 32

What expertise does UNLV have to accomplish the planned system integration objective? Beyond Workday technical integration skills, what specific expertise does UNLV expect from us?

Answer 32

UNLV has skilled software developers and database administrators with familiarity with the systems being integrated and the data.

Knowledge of Java and PeopleCode is strongly recommended.

Familiarity with middleware tools such as IBM Cast Iron is preferred.

Oracle database experience is also preferred.

In addition to seeking integration expertise, UNLV is also seeking consultants with Workday functional expertise in the areas listed on page 17. Higher education experience is strongly preferred.

ALL OTHER TERMS, CONDITIONS AND SPECIFICATIONS REMAIN THE SAME