Salem State University
RFP 2017-05 HCM System for Human Resources
Addendum II: Pre-Bid Conference Minutes
Date: November 10, 2016

1. Overview

This addendum consists of questions that have been submitted to Salem State University during the Pre-Submittal Conference Call.

2. Questions

1. **Q:** Will software encompass regulatory forms such as ECO and OSA.
   A: No.
2. **Q:** Is FMLA compliance in scope or out?
   A: We may incorporate workflow.
3. **Q:** Is paid time off in the scope of the software?
   A: That is tracked through a separate portal with the Commonwealth of MA.
4. **Q:** What is the audience size?
   A: 950 part-time
   1000 full-time
   1950 total employees
5. **Q:** Are you looking to contract with one or multiple vendors?
   A: One.
6. **Q:** What is the launch date?
   A: Sometime in July 2017.
7. **Q:** What is the order of implementation? A phased one or a big bang?
   A: We will work with the selected vendor to figure that out.
8. **Q:** Is there an aspect of the request that is considered "most important"?
   A: Position management but all components are needed and required for our business.
9. **Q:** When is the RFP due to Salem State? There are two different dates.
   A: The date on the RFP cover sheet is wrong. The correct date is in the time table and it is Wed., Nov. 23, 2016. 3:00. A new cover sheet will be sent with the addendum.