

August 12, 2020
Request for Quotation (RFQ)
COMMERCIAL ITEM PURCHASE
of a
Human Resource Information System
ADDENDUM NO. #2

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) What are you currently using for an HRIS system?
 - a) ALCOSAN does not have a centralized system in place at this time.
- 2) When is the timeline to begin the project?
 - a) We hope to have a decision at the September 24, 2020 Board of Directors Meeting. This purchase is funded.
- 3) What Payroll system are you currently using?
 - a) ALCOSAN currently uses JD Edwards; however, please note this purchase does not include Payroll, timekeeping or finance.
- 4) Are there any additional RFP documents providing further background and detailed requirements?
 - a) There are no additional documents. The bidders are expected to bid as they normally would bid on a commercial project.
- 5) Currently, we have both the Advertisement and Addendum #1 documents published on the website. If there are no additional documents, is the expectation to use the Standard Forms available on the ALCOSAN website to formally respond to the RFP?
 - a) Please see response to Question 4.
- 6) In addition, can we still submit questions or clarifications?
 - a) You may submit questions up to seven (7) calendar days from the RFQ due date.
- 7) Addendum 1 mentions ALCOSAN currently has 430 employees. How many of these are part time employees?
 - a) All are full-time.
- 8) Do you mind providing me more in detail what you define as a scope for all in one package regarding implementation.
 - a) ALCOSAN is looking to purchase a human resource data management system. Included in the purchase would be the system implementation, training of ALCOSAN personnel and monthly maintenance.