

The following addendum is being issued for RFP 203-21-06.

Part 2: Answers to Questions Submitted as of June 29, 2021

Questions 1 – 14 are in Addendum 1.

Questions 15 and 16 are in Addendum 3.

Questions 17 – 63 are in Addendum 4.

Vendors that referred to a specific software solution please note that the reference was removed and replaced with <<The Solution>>.

64.	2.4 & 4.8	Page 9, 37	RTA for Fleet, Purchasing and Inventory is listed on page 9 of the RFP as a “C” - Consider replacing - however many of the requirements in the Inventory Section of the Specifications sheet are Priority “R” – required. This seems to be in conflict. Can you please clarify?
As per the answer to Question 7 and 12 in Addendum 1, GRTC states that proposers should propose solutions that include the core modules listed on page 13. Maintenance management solutions are not within scope for this evaluation. GRTC does maintain inventory that is not part of the current RTA solution. There may be inventory requirements to be replaced with a new solution and therefore should be treated as Priority “R”, required.			
65.	2.7	Page 13	Do you have a preferred go live date in mind? <ul style="list-style-type: none"> What is driving the start and go live dates – fiscal year, contracts, etc.?
GRTC anticipates starting the project in July of 2022, using the time between now and then to secure funding for the project which would follow a fiscal year award.			
66.	2.7	Page 13	Do you have retirees? If so, what is the process for their pay and benefits?
GRTC does manage pension payments for retirees as part of the AR process. GRTC is approaching this project in a future focused way and does not want responses to be driven by current practices. Your response should assume that the current processes are outdated and manual, and address advisement on adoption of best practices. Details about current processes will be shared with the successful bidder after award.			
67.	2.7	Page 13	Do you have unions? If so, how many?
GRTC does have unionized employees. Union relations will be shared with the successful vendor during discovery. Union reps will not participate in the planning, development or delivery of this project.			
68.	2.7	Page 13	If Unions, how many Collective Bargaining Agreements do you have?
GRTC does have unionized employees. Union relations will be shared with the successful vendor during discovery. Union reps will not participate in the planning, development or delivery of this project.			
69.	2.7	Page 13	Do you use Multiple Jobs – as in one employee performs multiple job roles but is paid concurrently for those roles?
There are employees that work more than one position per question 32 in Addendum 4.			

70.	2.3	Page 8	What is/are the business reason(s) for GRTC deciding to make the switch in ERP? Particularly during a pandemic time period when finances could be taut.
Please reference Section 2.3 GRTC Background and Project Background.			
71.	2.8	Page 14	How often do field workers engage with technology – a daily, weekly, monthly, or yearly basis?
Key transaction volumes are provided in Section 2.8 and should provide required information to appropriately propose/scope a solution.			
72.			Do you have strong governance practices in place? Have you considered how this may be different for a SaaS implementation?
GRTC has a project charter in place for the selection phase that outlines goals, guiding principles, etc. but the selected vendor is expected to assist with this for the implementation GRTC has project governance in place and is familiar with SaaS/cloud deployments.			
73.			Describe your current structures and process for supporting HR and FIN users? Does this service delivery model support the switch to a SaaS platform? Have you had time to consider the changes needed to support the new systems and structure post go-live?
Per page 14, “GRTC is only considering a vendor hosted solution.” The successful vendor should be prepared to offer GRTC advisement on all aspects of moving to a SaaS environment.			
74.			Are any GRTC employees part of a union? If so, what are relations like between the decision-making arm of GRTC and the unionized employees/ reps? a) Will union reps be included in the planning, development, or delivery of the project?
GRTC does have unionized employees. Union relations will be shared with the successful vendor during discovery. Union reps will not participate in the planning, development or delivery of this project.			
75.			Have you defined your Vision, Guiding Principles, Objectives, Value Statements, and Success Metrics for this transformation project?
GRTC has an organizational wide transit development plan as well as a formal charter for the system selection phase of this project, defining the project goals, objectives as well as success measures. GRTC expects the selected vendor to facilitate the development of a project charter for the implementation.			
76.			Have you defined your Governance Structure including roles and responsibilities, decision making authority, and escalation paths?
For the system selection phase, a formal government structure currently exists.			
77.			Do you intend to change your Service Delivery Model as a result of your implementation? If so, have you defined that future-state Service Delivery Model?

See question 73.			
78.			Do you have a well-defined job catalog including job structures and job descriptions that are applied consistently across recruiting, compensation, onboarding, performance management, learning, and other HCM functions?
This information will be provided to the successful vendor upon start of the project.			
79.			Do your Employees and Managers currently use Self-Service? Do you intend to keep the same level of self-service with <<the solution>> or do you intend to expand it?
The specifications require a self-service solution.			
80.	2.7	Page 13	Do you know where all your legacy data is stored, and do you have a plan for extracting it and validating it for your data conversions?
GRTC does know where the legacy data is stored and expects the selected vendor to provide advisement on the best practices for data cleaning, conversion and extraction.			
81.	2.7	Page 13	Do you have a strategy for sharing information to downstream internal and external systems? Do you currently have systems in place that manage the sharing of information between internal systems?
Assume that GRTC seeks advisement on the adoption of best practices across the board. Any current processes for budget checking could change based upon the selected solution and advisement of the successful vendor.			
82.	2.7	Page 13	Have you defined the future of reporting for your organization? Do you know what kind of reporting gaps will exist in the future state, and what prioritized reports or analytics your leaders would like out of the new system?
Depending on the solution selected will determine the reporting tools and solutions available. The successful vendor should expect to advise GRTC on the best way to utilize reporting tools, off the shelf reports and report development.			
83.	2.7	Page 13	Have you identified the challenges and gaps with your current processes? Have you documented all the touchpoints to processes outside of the system of record such as integrations, reports, or interpersonal communication?
Yes. This information has been documented and will be provided to the successful vendor.			

84.	2.7	Page 13	<p>Please supply the following Financial volumes and information?</p> <p>a. The number of banks (financial institutions)</p> <p>b. Of the six (6) bank accounts, how many are utilizing a form of auto reconciliation? (i.e. we need to automate bank recon for up to 5 accounts) How many are operational bank accounts? (i.e. we have 3 accounts that we make payments from or receive deposits - Operational or Depository accounts)</p> <p>c. The number of Active awards (Grand contracts)?</p> <p>d. The number of Sponsors you have?</p>
This will be discussed as a part of discovery.			
85.	2.7	Page 13	<p>Please define/describe the five (5) segments that make up your Chart of Accounts</p>
The current chart of accounts for GRTC is expected to undergo a revision based on the selection of software. The current structure is not relevant for the current RFP. The vendor should expect to spend time advising GRTC on best practices for a modern chart of accounts.			
86.	2.7	Page 13	<p>Do you perform any form of budget checking? If so, do you have any type of tolerances or hard stop logic?</p>
Assume that GRTC seeks advisement on the adoption of best practices across the board. Any current processes for budget checking could change based upon the selected solution and advisement of the successful vendor.			
87.	2.7	Page 13	<p>Are you using procurement cards? If so, please explain the process.</p>
There are a few procurement cards. They process does not deviate from a normal process. Process charts will be available to the successful vendor.			
88.	2.7	Page 13	<p>How many punchouts will you utilize/need? Which vendors do you want to integrate with?</p>
At the time of this RFP, that is unknown. If punchouts are recommended as a future process, GRTC would be open to this.			
89.	2.8	Page 14	<p>Are you using Travel/Expense cards? If so, please explain the process.</p>
No.			
90.	2.8	Page 14	<p>How many Capital Projects?</p>
Key transition volumes relevant to the RFP are provided in Section 2.8			
91.	2.8	Page 14	<p>How many Non-Capital Projects?</p>
Key transition volumes relevant to the RFP are provided in Section 2.8			
92.	2.8	Page 14	<p>How many Capital Assets?</p>
Key transition volumes relevant to the RFP are provided in Section 2.8			
93.	2.8	Page 14	<p>How many tracked Non-Capital Assets?</p>
Key transition volumes relevant to the RFP are provided in Section 2.8			
94.	2.8	Page 14	<p>Number of Depreciation profiles</p>

Key transition volumes relevant to the RFP are provided in Section 2.8			
95.	2.8	Page 14	How many inventory sites (or warehouses)?
GRTC would like to adopt the best practice for inventory management and current sites may not track to a new solution.			
96.	2.7	Page 13	Do you need to track a particular item in different ways, as in, do you need several identifiers for an item for different systems?
This question is unclear. GRTC is expecting the successful vendor to provide consultation on the adoption of best practices across the board.			
97.	2.7	Page 13	Do you utilize scanned barcodes?
GRTC does not currently use barcodes.			
98.	2.7	Page 13	How many inventory stocking locations?
There are few inventory locations at GRTC; the ability to assign inventory locations is a requirement for the response, and the response should focus on the requirement.			
99.	2.7	Page 13	How many par locations?
This is not relevant to the response.			
100.	2.7	Page 13	Number of items in Item Master list?
GRTC is not providing this level of detail for the RFP.			
101.	2.7	Page 13	Number of open Supplier Contracts?
GRTC is not providing this level of detail for the RFP.			
102.	2.7	Page 13	Do you have a centralized procurement structure?
Currently, GRTC has a centralized procurement model however, GRTC is looking to the successful vendor to lead GRTC to a best practice model across the board. Processes that are in place currently should not be assumed as the desired model going forward.			
103.	2.7	Page 13	Describe your service delivery model and any unique custom security needs. Do you have needs to restrict security for certain groups (example: HR cannot see others in HR or executives.)
GRTC will provide information about security to the successful vendor, and not before.			
104.			How many worker documents do you want loaded? If Adobe E-sign or DocuSign is in scope, how many documents will require signatures through these services?
The number of documents that will require this is not known at this time.			
105.			Do you need to budget by position in <<the solution>>? Do you have requirements to check the position budget before approvals?
GRTC does not current budget by position. Processes that are in place currently should not be assumed as the desired model going forward.			

106.			Is there a need to manage I-9 processing within <<the solution>> for your US population?
Yes, GRTC needs to manage I-9s in the future solution per the specifications.			
107.	2.7	Page 13	How many unique bonus plans will you be tracking in <<the solution>>?
GRTC will provide this information to the successful vendor in discovery.			
108.	2.7	Page 13	How many individual Benefit Plans will you need? (healthcare, retirement, insurance and additional – ex. Pet insurance, etc.
GRTC will provide this information to the successful vendor in discovery.			
109.	2.7	Page 13	How many benefit groups are anticipated? (grouping of workers for benefits eligibility)
GRTC will provide this information to the successful vendor in discovery.			
110.	2.7	Page 13	Do you have needs to manage open enrollment in <<the solution>>?
Yes.			
111.	2.7	Page 13	When is your open enrollment period?
Open enrollment takes place in February each year with a March 1 st effective date.			
112.	4.5.7	Page 34	Would you like to allow for standalone lessons, such as job aids and non-SCORM on demand videos?
The requirements for training are addressed in Section 4.5.7. GRTC expects that responses will provide a training plan that is a good fit with the proposed solution.			
113.	2.7	Page 13	How many digital courses are included?
The requirements for training are addressed in Section 4.5.7. GRTC expects that responses will provide a training plan that is a good fit with the proposed solution.			
114.	2.7	Page 13	Approximately how many lessons are included in each digital course
GRTC does not know the answer to this currently.			
115.	2.7	Page 13	How many videos do you plan on enabling for media interactions?
GRTC does not know the answer to this currently.			
116.	2.7	Page 13	Do you have classroom training? If so, about how many classes?
The requirements for training are addressed in Section 4.5.7. GRTC expects that responses will provide a training plan that is a good fit with the proposed solution. With the recent pandemic, it should not be assumed that classroom training is possible, and vendors are asked to propose workable and flexible training solutions.			
117.	2.7	Page 13	Do you have external instructors?
At this time no. The requirements for training are addressed in Section 4.5.7. GRTC expects that responses will provide a training plan that is a good fit with the proposed solution. GRTC understands that train-the-trainer approaches are industry standard and will look to the successful vendor to provide consultation in that area.			

118.	2.7	Page 13	Approximately how many learning instructors are needed
You are expected to propose a training solution that you feel best addresses the needs of GRTC.			
119.	2.7	Page 13	Do you plan to use <<the solution>>'s Content Cloud?
GRTC has identified specifications for the proposal response.			
120.	2.8	Page 14	How many Earnings and Deduction Codes?
Key transaction volumes relative to the proposal are provided in Section 2.8.			
121.	2.7	Page 13	How many FEINs?
GRTC will provide this information to the successful vendor in discovery.			
122.	2.7	Page 13	How many banks do you need set up for payroll purposes?
GRTC will provide this information to the successful vendor in discovery.			
123.	2.7	Page 13	Do you have shift pay in any part of your organization?
GRTC does have shift pay.			
124.	2.7	Page 13	What is your plan to file taxes? Will you be outsourcing taxes? Vendors?
A tax solution is not in the list of required modules.			
125.	2.7	Page 13	Do you have a need to track potential within <<the solution>>?
If tracking potential is a recommended best practice, GRTC would look to the vendor to provide that guidance.			
126.	2.7	Page 13	Do you plan to track feedback in <<the solution>>?
If tracking feedback is a recommended best practice, GRTC would look to the vendor to provide that guidance.			
127.	2.7	Page 13	Do you plan to track succession plans within <<the solution>>?
If succession plans are a recommended best practice, GRTC would look to the vendor to provide that guidance.			
128.	2.7	Page 13	How many unique review template(s) are needed? (Performance, Development Plans, Performance Improvement Plans or Disciplinary Actions)
GRTC will provide this information to the successful vendor in discovery.			
129.	2.7	Page 13	Is the job requisition functionality already implemented?
GRTC will provide this information to the successful vendor in discovery.			
130.	2.7	Page 13	Do you have a need to track evergreen (pipeline) job requisitions?
GRTC will provide this information to the successful vendor in discovery.			

131.	2.7	Page 13	How many Offer Templates will you need? How many variations of each offer template do you have (where the text dynamically changes based on logic)? Is there a need to set up a job requisition with more limited visibility (confidential job reqs)?
GRTC will provide this information to the successful vendor in discovery.			
132.	2.7	Page 13	Approximately how many time entry codes do you have?
GRTC will provide this information to the successful vendor in discovery.			
133.	2.7	Page 13	How many different work schedules do you have?
GRTC will provide this information to the successful vendor in discovery.			
134.	2.7	Page 13	How many unique time calculations do you have? Example: OT, DT, Weekly OT, Holiday Pay
GRTC will provide this information to the successful vendor in discovery.			
135.	2.7	Page 13	How many time entry validations do you currently have? Example: Hours per week, Hours per day, OT Hours, Rest Hours
GRTC will provide this information to the successful vendor in discovery.			
136.	2.7	Page 13	If you have unions, how many and what complexities or unique requirements are there for Time Tracking?
GRTC does have unionized employees. Union relations will be shared with the successful vendor during discovery. Union reps will not participate in the planning, development or delivery of this project.			
137.	2.7	Page 13	Will you track time against projects?
GRTC will look to the vendor to provide consultation on the best approach to time tracking with the selected solution;			
138.	2.7	Page 13	How many accruing time off plans do you need configured? Example: PTO, Vacation, Floating Holiday, Sick Time
GRTC will provide this information to the successful vendor in discovery.			
139.	2.7	Page 13	How many non-accruing (use as needed) time off plans do you need configured? Example: Bereavement, Jury Duty, Unpaid Time Off
GRTC will provide this information to the successful vendor in discovery.			
140.	2.7	Page 13	How many different leave categories (policies) with entitlements do you track? Example: FMLA, STD, Maternity, Paternity
GRTC will provide this information to the successful vendor in discovery.			
141.	2.7	Page 13	How many different leave categories (policies) without entitlements do you track? Example: Military, Worker's Comp
GRTC will provide this information to the successful vendor in discovery.			
142.	2.7	Page 13	Do you have any unique validations for leave of absence?
GRTC will provide this information to the successful vendor in discovery.			

143.	2.7	Page 13	<p>Please list any integrations that will be required to/from <<the solution>>:</p> <p>Common integrations: background checks, job posting site or aggregator, assessment vendors, electronic signatures; medical/vision/dental, ACH, GL, SSO, etc.</p>
<p>GRTC has provided the requirements and will be looking to the vendor to assist them in designing a system for the future. If these integrations are necessary, they will be determined in a discovery phase.</p>			
144.	3.26	Page 27	<p>Please confirm that the GRTC is not seeking a transfer of ownership of the intellectual property rights in proposal responses, and is only seeking to confirm that it will be entitled to retain responses</p>
<p>GRTC can confirm this is the purpose.</p>			
145.	4.4	Page 31	<p>SOC 2 reports are trade secret information. Please confirm that if provided, GRTC will treat the SOC 2 as a trade secret, exempt from public records disclosure.</p>
<p>GRTC understands and will treat documents as such.</p>			
146.	3.2	Page 21	<p><<the solution>> takes our commitment to sustainability very seriously. We do always ask that prospective customers receive sales proposals from us in electronic form only in order to save paper. You have stipulated that you require printed copies of our response, which we will provide if absolutely essential, but assuming that it is not we would propose to provide an electronic copy only.</p>
<p>The requirements for submission are firm. Paper is required.</p>			
147.			<p>Will GRTC sign an NDA so that more detail may be provided in the responses?</p>
<p>No. As public institution, proposals submitted are under an open records rule. Documents designated as confidential, e.g., financial, security, will be protected.</p>			
148.	7	Page 80	<p>Will GRTC consider use of a vendor's standard agreements? The contractual terms and conditions as listed here disadvantage commercial true SaaS solutions that are configurable but not customizable. Such solutions necessitate a consistent contracting approach with accurate descriptions of what we are delivering and how we deliver it.</p>
<p>The terms and conditions provided are a sample. GRTC expects to work with the successful vendor to develop mutually acceptable terms and conditions for the project.</p>			
149.		Question 99	<p>What does GRTC mean with regards to e-procurement? Can GRTC please elaborate/clarify what they're seeking from this requirement?</p>

E-procurement is believed to be a term that vendors are familiar with as part of standard functionality in a modern procurement system. It refers to the ability to conduct as much as possible in an electronic environment. Please continue to refer to the Specifications file for details on the desired response.

150. As per “4.2 Company Background (Section 2)”, Point 3, for audited financial sheet, currently we don’t have audited financial sheet. However, we do have third party attested financial sheet which certifies the authenticity of the income statements, balance sheets, and statement of cash flows. Will this works?

Yes, the third party attested financial sheet certifying the authenticity of the income statements, balance sheets, and statement of cash flows is acceptable.