ADDENDUM #1

The following questions were received in association with the RFP
SPC# 03-17-18 – PeopleSoft Upgrade, Posted Monday, March 19, 2018

RFP Deadline: Friday, April 20, 2018 2:00PM

Additional questions will be accepted until 02:00 PM on Friday, April 06, 2018

Questions:

1. Will there be any service integrators used as oversite for this project?

Answer: The College does not anticipate the usage of a separate company to provide the oversite of the project. We are looking for one vendor that can assist us with the planning, functional work, and possible technical work on the project.

2. Will the project be a fixed-bid project or exclusively time and materials?

Answer: The contract type and terms will be determined once vendor selection has been made. The College anticipates entering into a deliverable-based reimbursement contract with the selected vendor. At a minimum, each respondent should provide a price for the overall project, along with costs anticipated for each stage of the project. Hourly rates should be included for all team members. The total project cost must be all-inclusive.

3. Do you have in mind how many functional consultants do you plan to use to complete the entire project?

Answer: The College intends to undergo a customization assessment and a fit/gap analysis with the goal of eliminating as many of the college's customizations as possible. The following functional areas include customizations and will need to be evaluated: Admissions, Advising, Registration, Student Records, Curriculum Management, Financial Aid, and Student Financials. Depending on the results of the assessment and analysis, the college anticipates needing 3-4 functional consultants knowledgeable in the areas listed above.

4. Will the College require the technical consultant to be on-site for the duration of the entire project?

Answer: It is unlikely the College will need a technical consultant to be on-site for the duration of the project, however the College will work with its selected vendor to decide how much technical consulting on-site time may be required.

5. Is there any leeway on not completing all the required forms and documentation in the RFP?

Answer: The instructions in the RFP must be followed exactly as stated. Failure to include any required documents with appropriate signatures may result in a vendor being disqualified from consideration.

6. The RFP says that some of the technical work will be handled in house. How much?

Answer: The answer to this question will depend on the results of the customization assessment and fit/gap analysis. The College has in-house database administration, security configuration, and application development team members with experience in PeopleSoft upgrades (Human Resources and Financials systems).

7. Does the College have a sense of resources that will be provided overall?

Answer: Personnel resources will include a PMP-certified project manager, as well as database administration, security configuration, application development, functional, and testing team members. How these individuals will be organized will be determined at a later date in connection with the selected vendor. The College will rely on the selected vendor to provide advice on the project team size and structure.

8. Does the College have a current vendor we are working with that is participating in the RFP?

Answer: The College hires various consultants for various needs at various times. Currently, ERPA is helping to support College's in-house PeopleSoft administration team; Sybyte Technologies Inc. is providing PeopleSoft Human Resources (HCM) technical consulting services; and Oracle America, Inc. is providing maintenance and support services for all of the College's PeopleSoft systems.