**Questions & Responses for HRMS/HRIS RFP Process**
**Questions due Tuesday, November 13, 2018 by 3pm**
**Final version of document, posted November 16, 2018**

**Question #1.** The RFP states that they are keeping Paychex, however p. 7 states that they are seeking Payroll processing, and p. 3 states that payroll modules are to go live July 2019. Is the intent of the RFP for a complete Employee Resource Planning system with HR and Finance or solely a Human Resource/Talent Management System?
Answer: Our intent is to consider a full suite of options available via the proposers HRMS/HRIS. We would prefer one suite of software to provide these functions. We are currently most interested in a unified system that will provide demographic/general HRIS functionality along with payroll and recruitment/employee application process functionality. We are not looking for a finance system and are not likely to currently utilize a performance management module.

**Question #2.** Are all employees, in the other 6 locations, paid under a single FEIN tax ID?
Answer: Yes.

**Question #3.** Will this bid include the Admin office only?
Answer: No. This software will service our entire organization.

**Question #4.** Are companies from outside USA eligible to apply for this? (like ,from India or Canada)
Answer: if selected as a finalist, FirstLine would need to substantiate how a non-US vendor would provide a better option/service than a US-vendor for public funding purposes. We would prefer a US-based vendor.

**Question #5.** Do we need to come over there for meetings?
Answer: There may be times in the implementation plan that on-site assistance is needed (particularly for training staff) - however we are open to remote support as long as it is of a high quality and supports the needs noted in the RFP.

**Question #6**. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Answer: Please see answers to #4 and #5.

**Question #7.** Can we submit the proposals via email?
Answer: Yes, proposals are to be submitted via email to [rcain@firstlineschools.org](mailto:rcain@firstlineschools.org). One electronic copy of all documents (via email or USB device) is required, a hand-delivered or mailed copy to our office is optional. Submissions are required to be provided by Monday, November 26, 2018 at 3:00 PM CST.

**Question #8.** Are proposers required to integrate with your existing systems (Paychex, Taleo, Liazon etc.) or are the schools willing to consider other options?
Answer: See answer to #1

**Question #9.** What data do you want to feed over to Blackbaud? Demographic info? General ledger info? Payroll data?
Answer: Payroll and general ledger data.

**Question #10.** Is a proposer required to currently have an integration with Blackbaud or can they be willing to build a connection? We have our own development team and are always eager to build integrations.
Answer: Evidence that a connection is possible in the implementation timeframe is required. Please find info on the Blackbaud API here: https://developer.blackbaud.com/skyapi/.

**Question #11.** Please confirm if the following are mandatory requirements/noncompliance puts the bidder in a disadvantage:
   - Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
   - Experience in the education industry in New Orleans (Pre-K through College)
Answer: For the Orleans Parish and DBE sections, if neither apply to your business, you will receive a "0" in that section, but will not be disqualified.

**Question #12.** We do not have a presence in Orleans/Louisiana. Will having a presence in Orleans/Louisiana be considered a showstopper or will that put us into a significant disadvantage.
Answer: For the Orleans Parish and DBE sections, if neither apply to your business, you will receive a "0" in that section, but will not be disqualified.

**Question #13.** Appreciate your indicative budget. How do you wish to split the budget between the product licenses, Implementation and support services?
Answer: We do not have a set budget for this project (nor did we include one in the RFP), we rely on the proposals to state the costs of the proposer's product.