



ADDENDUM NO.1 TO ALL OFFERORS:

Reference: Request for Proposal: **RFP# PA0000296**

Commodity: **Human Resource Information System**

The above solicitation is hereby changed to read or clarified by the following:

Q. Which events are expected to trigger e-mail notifications?

A. HR workflows that are created in which employees or managers are submitting information or requesting approvals. Examples would include: Personnel Action Requests, Position Action Requests, submission of performance plans and Individual Development Plans, submission of Telework Agreements, Training Requests, Stipend Approval forms, Hours of Work forms etc.

Q. List of processes for which Documents need to be uploaded.

A. HR Processes to include: Hiring, Onboarding, Performance Management, Learning and Development, Payroll, Time and Attendance, Succession Planning, Talent Management, Off-Boarding

Q. At what stage list of forms/letters and their respective templates will be shared?

A. Currently there forms/letter and templates in use and would anticipate creating additional documents as workflows are added. Our current forms/letter templates could be shared early in the process.

Q. Is there a defined Chart structure / format in which the Organizational charts need to be presented?

A. Microsoft Office format would be preferable. Examples – Visio, Word, PowerPoint

Q. It is assumed that only direct reporting relationship is expected. Please confirm

A. It is expected that the proposed system would capture indirect reporting relationships as well as direct reporting relationships

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Q. Please elaborate what kind of historical data for position records and position assignment is expected.

A. Changes or modification related to positions need to be captured. Such as: Position establish and change dates, incumbent changes, position title changes, reporting changes, cost code changes, compensation grade changes, FLSA status changes etc.

Q. Does Time and Attendance Module needs to pull/process data from existing external database of external Hardware interfaces?

A. No

Q. Can we have a list of all external interfaces to be integrated using webservice/FTP/XML/SOAP etc..?

A. The Lottery will not be able to list all (or specific) external interfaces that the system is to be integrated with. The text in Section C on Page 11 of the RFP only calls for the ability of the system to provide programming interfaces for integrating with other external systems using industry standard technologies, such as FTP, XML, SOAP or RESTful web services etc.

Q. Will the Software license and required Hardware be provided by the VA lottery if it's on-premises solution?

A. For on-premises solutions, the Lottery expects the offeror to provide recommendation on both software license and hardware specification. The Lottery may decide to procure the required software and/or hardware independently, through the offeror or leveraging its existing IT asset depending on the technical specifics of the solution.

Q. If the solution is cloud based (Azure or AWS), Is the Offeror is recommended to take care of the Cloud support along with application support?

A. For SaaS solutions the Lottery expects the offeror to be the primary support of both the cloud infrastructure and the application itself. For solutions to be hosted using Lottery's cloud infrastructure the Lottery will be the primary support of both. In all cases, the Lottery expects the offeror to provide necessary

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technical assistance in a timely manner to ensure continuous and proper functioning of the system.

Q. There are lot of reporting requirement. Is there any requirement on building BI dashboard?

A. The Lottery currently possesses some BI capacity across certain lines of business. The Offeror is not required to submit additional BI capabilities beyond those listed in the RFP.

Sincerely,

Amanda K. Rollf, VCO, VCA
Purchasing Manger

Name of Firm

Signature/Title

Date

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