**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT #2 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202110165 – Human Resource Management System (HRMS) System Integrator |
| **RFP ISSUED BY:** | Department of Administrative and Financial Services |
| **SUBMITTED QUESTIONS DUE DATE:** | December 9, 2021, no later than 11:59 p.m., local time. |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | December 14, 2021 |
| **PROPOSAL DUE DATE:** | January 10, 2022, no later than 11:59 p.m., local time. **(*per Amendment #1*)** |
| **PROPOSALS DUE TO:** | [proposals@maine.gov](mailto:proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. Part I. C. 1. is amended. | |
| **REVISED LANGUAGE IN RFP:**   1. Part I. C. 1. is amended to read: 2. Have successfully implemented within the last five (5) years the Workday modules listed in Part II. C for at least three (3) U.S. based Public Sector (e.g., for Federal, state, or local government) governments or U.S. Public Higher Education Institutions and at least one of those shall be comparable in size and complexity (e.g. similar union/bargaining agreements, organizational structure, size, etc) to the State as also described in Part I. A of this RFP. | |

***Submitted Questions and the Department’s Answers begins next page***

**Provided below are submitted written questions received**

**prior to December 2, 2021 and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
|  | Whether companies from Outside USA can apply for this? (like, from India or Canada) |
| **Answer** | |
| Yes, companies headquartered outside of the United States can respond and submit proposals. The company must have a US issued Tax Identification Number (TIN) to work in the State of Maine. Also, the work performed, and access granted to any privileged data, as stated in the RFP, must be done within the continental United States | |

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| **2** | **RFP Section & Page Number** | **Question** |
|  | Whether we need to come over there for meetings? |
| **Answer** | |
| The State is seeking Bidders to propose remote services, with very limited, if any, on site travel.  If the Bidder assumes any travel, Bidders shall clearly articulate how much travel and how many resources they expect to travel. While the awarded Bidder will perform most work remotely within the continental U.S., the Bidder must provide key Project team members ("Key Personnel") that can be onsite as required and agreed upon by the State and awarded vendor. | |

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| **3** | **RFP Section & Page Number** | **Question** |
|  | Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada) |
| **Answer** | |
| Privileged and/or administrative access to data will only be provided to those accessing data from within the continental US. | |

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| **4** | **RFP Section & Page Number** | **Question** |
|  | Can we submit the proposals via email? |
| **Answer** | |
| Proposals must be submitted to the State of Maine Division of Procurement Services, via email, at: [Proposals@maine.gov](mailto:Proposals@maine.gov) . Proposal submissions must be received no later than 11:59pm, local time, on January 10, 2021 | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Cover Page Page #1 | Can the State extend the final submission due date into January? |
| **Answer** | |
| Please refer to [Amendment #1](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/RFP%20202110165%20HRMS%20SI%20-%20Amendment%201%20%281%29.docx) posted on the Division of Procurement Services RFP website | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part I, Sec C  Page #23 | With large government entities adopting Workday recently, not all public sector customers are live on the platform yet. Can we substitute a similar complexity Higher Education or Commercial reference who is 100% deployed? (Similar in complexity meaning, Unions/ Bargaining agreements, dozens of departments, 13,000+ FTE’s, etc.) |
| **Answer** | |
| Please refer to the amendment at the beginning of this document. Experience will be scored per Part V, Section B.2.(b) and will include evaluation of responses to the criteria outlined in Part IV Section II. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part II, Sec F  Page #38 | Does the State plan to leverage any of the previous work done by Workday’s professional services? For example, built integrations, data conversion, workflows etc. |
| **Answer** | |
| It is expected that the awarded bidder will work with the State to determine if any of the previously developed interfaces and integrations can be used and if any changes are required due to configuration as well as identifying any net new integrations. All integrations, data conversion, and workflows will be reviewed during discovery, config & prototype. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Part II, Sec F  Page #38 | Does the State have an anticipated Start date or ideal go-live as a goal which can be shared with SI providers? |
| **Answer** | |
| Any potential go live date(s) will be determined based on the implementation approach and timeline negotiated with the awarded bidder and included in their proposal as referenced in the project timeline in the RFP. The State plans on starting work once a negotiated and executed contract is in place with the awarded bidder | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part IV, Section D, Page #75 | Does the State have an anticipated budget for the project and on going support that vendors should be aware of? |
| **Answer** | |
| Bidders are requested to provide their best cost for the proposed services per Part IV, Section D | |