`Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850

April 30, 2021

NOTICE TO BIDDERS

**The following are questions and responses regarding RFP No. 4923.1,
Enterprise Resource Planning Software and Implementation Services
(Human Capital Management & Payroll)**

Question 1:   I noticed that a best of breed approach is acceptable to the district. I believe that TimeClock Plus would be a perfect fit for the Leave Administration and Absence Management and Time Entry portion of the RFP. Are we able to respond to the requirements for this portion individually, or do we need to partner with and Oracle implementation firm to respond to the rest of the requirements?

Answer: No. Please refer to the "2. Minimum Qualifications" paragraph in "SECTION 1 – OVERVIEW" of the RFP.

Question 2   Due to the ongoing COVID Pandemic requirements and struggles, would it be possible to submit an electronic response only?

Answer: No. Please refer to the cover letter of the RFP for detailed instructions.

Question 3.   When converted from MS Word to PDF, the diagram below (Figure 2.1) on page 10 blanked out the system names.

Answer: Addendum # 1 was issued.
Please refer to the RFP in Word Format for Figure 2.1.

Question 4.   How do I access the documents for this RFP?

Answer: The documents can be downloaded from the MCPS procurement website
http://procurement.montgomeryschoolsmd.org/home/Bid_Record/2827

Question 5   Will the District accept proposals from vendors who can provide the Human Capital Management (HCM) solution only as opposed to both the HCM and Payroll applications?

Answer: No. Payroll is in scope. Refer to the "2. Minimum Qualifications" paragraph in "SECTION 1 – OVERVIEW" of the RFP.

Question 6. 3.11 Proposal Section 10.0 Implementation Strategy, 3.11.1.5 Implementation Plan. Please define MCPS proposed start and completion dates of the implementation?

Answer: MCPS anticipates starting the implementation of the new system in January 2022 – Date subject to change. MCPS's preference is to implement the solution in phases (Please See Exhibit 4 – Business Events for planning purposes). We expect the vendors to use information from our RFP as well as from their prior experience to come up with an implementation schedule.

Question 7. Would MCPS consider granting a 2-week extension to the 5/28/21 due date for RFP proposals to allow respondents additional time to prepare, finalize and ship the proposals?

Answer: No. At this time, MCPS has no plans to extend the due date beyond May 28, 2021 at 2:00 PM.

Question 8. In Attachment 8, Functional Requirements- Requirement 963 states "System allows users to adjust work schedules based on job codes (i.e., move work schedules to job codes with changes)".

a) Please provide an example of this situation

b) Please define level of "users" (examples: end user, manager/approver, administrator, other)

Answer: MCPS needs the flexibility to easily move a job code from one work schedule to another at the beginning of the year and have the change defaulted down to the position level. For example, paraeducators are assigned to be paid 196 days in a fiscal year under work schedule "10-05." The following year, it is decided that paraeducators should be paid 205 days in a fiscal year. MCPS would like to be able to move the job code from work schedule "10-05" to "10-04" without having to manually update each position. The following link provides current MCPS work schedules for reference: https://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employes/pay/schedules/work_schedule_2021-2022.pdf.

The definition of user for this requirement would be an administrator within MCPS's Employee and Retiree Service Center.

Question 9   In Attachment 8, Functional Requirements- Requirement 983 requests the "Ability to generate time studies from information entered in time tracking system". Please provide an example of a "time study".

Answer: Examples of a time studies include the personnel activity report and time and effort certification form, which are available through the following link: https://www.montgomeryschoolsmd.org/departments/ersc/employees/time-and-effort-certification/.

Question 10. Does the district plan to use hardware/clocks for Timekeeping? If so:

   a) What is the quantity needed for your 208 school buildings, administrative, and operational locations?

   b) What type of access badges are used by Montgomery County Public Schools employees (example: bar code, magnetic strip, proximity badges, etc.)

   Share whether the district is interested in hardware that includes biometrics (finger scanning, for example

Answer:

   a) At this point, the District does not have plan to use hardware/clocks for timekeeping.

   b) Proximity badges are currently in use by MCPS. Requirements in Attachment 8 of the RFP refers to tracking of badge related information. Software and hardware relevant to the creation of ID Cards and Badges is not in scope of this RFP.

Question 11. Of the District's 28,576 employees:
         a) How many are transportation?
         b) How many are facilities/operations

Answer: Out of the 28,576 employees, MCPS employs:
         a) 1,969 at the Department of Transportation. This total includes
               • 520   Special Education Bus Attendants
               • 1,156 Bus Operators
               • 67   Bus Route Supervisors

b) 466 employees are in the Division of Maintenance/Operations.

Question 12. Would like to be part of the preproposal meeting. Where can we get the RFP documents and also what needs to be done to be part of the pre-proposal meeting?

Answer: The link to the pre-proposal meeting is included in the RFP documents. There are no other requirements.

Question 13. Can you clarify the following:
The number of unions
Number of Benefit plans
- Different types of benefit plans

Answer: Unions: Three. Information regarding these plans are available at
https://www.montgomeryschoolsmd.org/departments/associationrelations/
1. Service Employees International Union (SEIU) Local 500
2. Montgomery County Education Association (MCEA)
3. Montgomery County Association of Administrators and Principals

Benefit Plans: A total of 28 plans exist for two types of plans. Below is the breakdown by type:

Active Plans:
1. CareFirst POS (medical)
2. Kaiser HMO (medical)
3. CareFirst HMO (medical)
4. CareMark Prescription
5. Kaiser Prescription
6. Davis Vision
7. CareFirst PPO (dental)
8. Aetna DMO (dental)
9. Medical Flexible Spending
10. Dependent Care Flexible Sending
11. Basic Employee Life Insurance
12. Basic Dependent Life Insurance
13. Optional Employee Life Insurance
14. Optional Dependent Life Insurance
15. 403B TDA
16. 457 TDA

Retiree Plans:

17. CareFirst POS (medical, non-medicare)
18. Kaiser HMO (medical, medicare & non medicare)
19. CareFirst HMO/EPO (medical, medicare & non medicare)
20. CareMark Prescription Option A (non-medicare)
21. CareMark Prescription Option B (non-medicare)
22. Silverscript Prescription Option A (Medicare- Part D plan)
23. Silverscript Prescription Option B (Medicare- Part D plan)
24. Kaiser Prescription (Medicare & non Medicare, becomes bundled when enrolled in Medicare)
25. Davis Vision
26. CareFirst PPO (dental)
27. Aetna DMO (dental)
28. Basic Employee Life

Question 14   Is the goal to replace Canvas as your Learning Management System?

Answer: No.

Question 15   Is there an LMS in scope?

Answer: No.

Question 16. Are you looking for a system to pay retires?
  - If so, how many retirees?

Answer: No.

Laurie S.Checco

Laurie Checco, Buyer II, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

Name and Title

Company Name

LC
Copy to:
 RFP File