



March 25, 2024

Addendum # 2

RFP NO.: 101345
OPENING: Friday, April 5, 2024 @ 2:00 PM (EST)
COMMODITY: Quality Assurance Services

Please see the following questions submitted by 2:00 PM (EST) on March 15, 2024.

VENDOR #1

1. Is the University also planning to implement Adaptive, Extend, and/or Prism as part of its Workday Human Capital Management (HCM) and Financial Management implementation?

Answer: Yes.

2. Does the University have expectations for on-site work as part of this engagement? If yes, approximately what percentage of the work does the University expect to be conducted on site?

Answer: Yes. Anticipate 12 weeks of travel for the duration of the engagement.

3. Under “Technical Proposal,” bullet item #3, the Work Plan includes the following detail:
“...*identify and describe what type of tutor training methodology will be utilized in the program.*”

- a. What is meant by “tutor training methodology” and how does this align with the scope of work outlined in Section 3 of the RFP?

Answer: Please disregard the “tutor training methodology” requirement. The paragraph should read: Work Plan – The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify.

4. On page 6, Technical and Solution Architecture, please clarify if the “Key Program Decision” (KPD) is an existing governance structure or something that URI will develop in conjunction with the SI.

Answer: This is a methodology that is not currently in place and will be developed as part of the program governance

5. On page 6, Organizational Change Management (OCM), does URI have a preferred change management methodology, or a particular toolset that its team members have been trained to use?

Answer: No. Methodology will be based on system integrator and industry best practice

6. Will URI have dedicated internal resources to support the Workday project timeline and workload capacity demands based on the approved implementation schedule? If yes, have these individuals been identified?

Answer: Yes, URI will have internal project team members supporting implementation. The individual team members have not been identified.

7. Regarding the Technical Proposal requirements outlined in Section 7 of the RFP: Please confirm that the following materials are excluded from the six-page proposal limit for the Technical Proposal: staff resumes, the cover page, the table of contents, any required forms, and any appendices. If this incorrect, please clarify.

Answer: Correct. Six pages is a *recommended* maximum and the materials listed are excluded from that recommendation.

8. We typically include a transmittal letter (1 to 2 pages and signed by an authorized company representative) after the proposal cover page. Would the inclusion of a transmittal letter be included or excluded from the six-page proposal limit?

Answer: Please see the answer to #7.

9. Regarding the addresses provided in Section 8 of the RFP: Please confirm that major carriers (e.g., FedEx, UPS) can deliver packages to the address indicated under 'COURIER' on page 12 (10 Tootell Rd., Kingston, RI 02881-2010).

- a. Can packages be delivered to the COURIER address on weekend days, or must packages arrive during normal business hours?

Answer: Staff are not available on weekend days to accept any packages. Packages must be delivered Monday through Friday during normal business hours.

10. The third paragraph on page 1 of the RFP states: "...there will be no public opening and reading of responses received by the University of Rhode Island Purchasing Department

pursuant to this solicitation, other than to name those offerors who have submitted proposals.” After opening the proposals, will URI post a list of the firms that submitted proposals?

Answer: URI will post a list of the firms at the time of award.

11. In Section I of the RFP (Introduction), Section 10 states:

- a. “Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an Affirmative Action Policy Statement.”
- b. “Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.”

It is our interpretation of the RFP that the submission of these materials is a requirement of the winning bidder (and their subcontractor, if applicable) only. Please confirm or clarify: If these materials need to be provided in our Technical Proposal, can we include them in an Appendix excluded from the six-page proposal limit?

Answer: Please see answer to #7.

12. In Section 2 of the RFP (Background), the second paragraph includes the following sentence:

“URI is anticipating that this work will average 40-80 hours per month and may include multiple, but the hours may increase, or decrease based on program schedule and performance.” In this sentence, is there a word(s) missing after the word “multiple”?

Answer: Yes. It should say “multiple resources.”

13. Section 4, Item A.2 of the RFP requests references. Given the page length restriction for the Technical Proposal, will three client references be sufficient? Please confirm or clarify.

Answer: 3 references should be sufficient

14. In the ISBE form submission, we assume that we do not need to include the first page (the page numbered 13 of the RFP document). Please confirm or clarify.

Answer: Correct

PURCHASING DEPARTMENT

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uri.edu/purchasing

15. Regarding the ISBE form submission: There will be a very small window of time between when URI issues responses to questions and when we need ship our proposal to ensure it arrives before the deadline. We are working to identify an ISBE subcontractor for our project team and determine the ISBE participation rate and contract value. The RFP does not specifically request an original or “wet” signature signed in ink. Given the time constraints of the proposal due date, will URI accept a printed copy of the ISBE form with an electronic signature from the ISBE subcontractor and an original (wet) signature from our firm, as the prime vendor?

Answer: Yes, URI can accept a digital signature.

Vendor #2

16. Will you be making use of Workday Delivery Assurance? If so, how do you anticipate the quality assurance provider interacting with Workday Delivery Assurance?

Answer: We have not determined if Workday Delivery Assurance will be leveraged on this project.

17. What role in testing (Unit, UAT, Parallel Payroll, etc.) do you anticipate the quality assurance provider to take? How do you see this role informing the training, change management, and communications functions of the PMO?

Answer: The QA provider will take an advisory role to URI and the SI in the development a comprehensive testing approach and plan to ensure that best practices are being followed ensuring efficient and robust testing is executed

Vendor #3

18. Can you please clarify if these are part-time or full-time resources? Is it anticipated that each resource will only work 40-80 hours per month on a part-time basis?

Answer: The resources will be part time. The anticipation is that 40-80 hours of work will be the total amount per month across all resources. It is possible that a single QA resource may support more than one activity stream on the project.

19. Is the Sprinkler Impairment and Hot Work requirement a training and if so, what does the training entail?

Answer: No

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20. Per your request for staff resumes, is this for Insight Global staff who will be recruiting for this RFP or candidates we recruit for this work?

Answer: This is for the individual resources who will be doing the work

21. How many references are required to submit the RFP?

Answer: Please review the RFP

22. Is URI looking for resources who have worked on an ERP implementation for a higher education client previously?

Answer: Please review the RFP

23. What is your top goal in selecting a vendor – cost containment, timeline of project, etc.?

Answer: The overall goal of this RFP is to reduce risk to cost, schedule, and solution quality by adding the QA vendor to the decision-making process with the SI and URI project leadership

24. What is the budget allocated to accomplish this work?

Answer: At this time URI cannot provide the budget allocation to accomplish this work.

Vendor #4

25. What is the budget for this Project?

Answer: At this time URI cannot provide the budget allocation to accomplish this work.

26. Our firm is registered in Dallas (TX). Can we deliver these services from our offshore location to leverage lower project costs?

Answer: The majority of the work will be done remotely. We anticipate having the QA vendor onsite for 12 weeks over the life of the project.

If you have already submitted a bid and need to make changes based on the information within the addendum, please submit a new bid response and indicate that the submission supersedes the prior.

Camely Machado
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