

ADDENDUM TO THE BID DOCUMENTS		Page: 1	Total Pages: 1
<u>Addendum No:</u> # 1		<u>Date this Addendum Issued:</u> March 4, 2025	
<u>Issuing Office:</u> Matanuska-Susitna Borough School District (MSBSD) Purchasing Department 690 Cope Industrial Way Palmer, Alaska 99645 Phone: (907) 861-5120 Facsimile: (907) 861-5184		<u>Previous Addenda Issued:</u> None _____ _____ _____ _____	
<u>Return Acknowledgment To:</u> Issuing Department		<u>Date and Hour of Bid Due Date:</u> March 18, 2025 at 2:00 P.M.	
<u>Bid Title:</u> Human Resource Management Software for the MSBSD		<u>As Advertised (Frontiersman):</u> February 19 and 21, 2025	
<u>Bid No:</u> B25-11		<u>As Advertised (ADN):</u> February 16 and 19, 2025	
<p>The following corrections, changes, additions, deletions, revisions, and/or clarifications are hereby made a part of the contract documents. In case of conflicts between this addendum and previously issued documents, this addendum shall take precedence. The bidder must acknowledge receipt of this addendum in the space provided on Appendix #1. Failure to do so may subject the bidder to disqualification.</p> <p>Attachments: Clarifications and Questions (5 pages)</p>			
END OF ADDENDUM #1			

APPROVED BY: Beth Munson	DATE: March 4, 2025
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ADDENDUM #1

Information in this addendum takes precedence over original information. All other provisions of the document remain unchanged.

Note to Proposers: Proposers are required to acknowledge all addenda on Appendix 1.

The following additions, corrections and changes are hereby made to the above-referenced Request for Proposals.

CLARIFICATIONS

1. Attachment A: Scope of Services, Section 8.E is amended to read: Product reviews are expected to be scheduled between March 31 and April 4, 2025.

QUESTIONS AND ANSWERS

1. Q: How many active employees does the school district want to include in this software? Please break out substitutes from the total.
A: The MSBSD has approximately 2,500 permanent employees, along with approximately 870 substitute/temporary employees who would use the substitute component.
2. Q: Will Mat-Su require physical time clocks for employee access across its multiple locations? If so, how many?
A: The MSBSD does not require physical time clocks. Our timekeeping relies on an assumed workday and only exceptions are recorded.
3. Q: On page 12, under Background, Section B states that the district utilizes DocFinity. If a vendor can provide a replacement service for DocFinity, should they include details on their Document Management solution?
A: No, the MSBSD is not considering a change for DocFinity at this time.
4. Q: On page 12, under Background, Section B mentions that the district uses various Frontline products. If a vendor meets the requirements for some but not all of these products, would the district be open to retaining certain Frontline solutions?
A: Please refer to Section 6 of Attachment A: Scope of Services, Cost Options, which states, in part, "Proposer may propose on any HR Management Software module or combination of modules.... The MSBSD reserves the right to award each module independently, or group modules for the purpose of award, as befits the best interests of the MSBSD."
5. Q: Will Mat-Su accept vendor partnerships to provide a best-of-breed solution, or should proposed vendors offer a comprehensive solution that meets all requirements?
A: Please refer to Section 6 of Attachment A: Scope of Services, Cost Options, which states, in part, "Proposer may propose on any HR Management Software module or combination of modules.... The MSBSD reserves the right to award each module independently, or group modules for the purpose of award, as befits the best interests of the MSBSD."



6. Q: Has the district conducted any pre-RFP discussions with vendors? If so, which vendors?
A: The MSBSD conducted minimal market research, including cursory discussions and/or demos with various firms. However, the RFP specifications were developed internally, and any prior discussions will have no bearing on the scoring or evaluation of proposals received.
7. Q: Has the district conducted any pre-RFP demonstrations with vendors? If so, which vendors?
A: The MSBSD conducted minimal market research, including cursory discussions and/or demos with various firms. However, the RFP specifications were developed internally, and any prior discussions will have no bearing on the scoring or evaluation of proposals received.
8. Q: Is there a target date for selecting a vendor of choice?
A: Please refer to Section 12 of the Instructions to Proposers regarding Award of Contract, which states, in part, "The MSBSD reserves the right to make awards within a ninety (90) calendar day award period from the date proposals are opened."
9. Q: Does Mat-Su have a target "go-live" date in mind for implementation?
A: Implementation milestones are outlined in Attachment A: Scope of Services under Section 7.D.2.b.
10. Q: Is the Matanuska-Susitna School District willing to accept a bid for the talent acquisition (Applicant Tracking and Electronic Onboarding) components of the HRIS it seeks to obtain? Our system can be purchased independently and is capable of auto-sending new-hire data to any HRIS downstream endpoints such as payroll and HR modules.
A: Please refer to Section 6 of Attachment A: Scope of Services, Cost Options, which states, in part, "Proposer may propose on any HR Management Software module or combination of modules....The MSBSD reserves the right to award each module independently, or group modules for the purpose of award, as befits the best interests of the MSBSD."
11. Q: If yes to the above question, on average, how many concurrently posted jobs does the District have at any given time?
A: The MSBSD has an average of 40 open postings at any given time.
12. Q: Is there a seasonal spike in the number of postings during the year? If yes, how many job postings are added to your average posting count and for how many months?
A: Between April 1 and June 15, there are approximately 40 – 50 more postings added than normal. This is attributed to the internal transfer process for teachers for the following year.
13. Q: How many background checks do you perform on an annual basis?
A: The MSBSD performs approximately 850 background checks annually.
14. Q: On average, how many new hires does the District make on an annual basis?
A: The MSBSD makes approximately 800 hires annually, which includes new hires and rehires.



15. Q: On average, how many onboarding forms make up a typical onboarding package? Of that number, how many of those forms require an electronic signature?
- A: The MSBSD's onboarding packet includes 10 – 20 forms depending on bargaining group and action status. All but two or three forms require electronic signature.
16. Q: How many HR users will register in the ATS/Onboarding system?
- A: The MSBSD will have approximately nine HR users in the onboarding system.
17. Q: How many non-HTR users will register in the ATS/Onboarding system?
- A: The MSBSD will have approximately 180 non-HR users in the onboarding system.
18. Q: Does the District prefer sub-branding in support of its 48 schools and five supporting departments? *(The MSBSD requested clarification and received the following: "The sub-branding functionality enables a user to create job postings that are individually branded to each school. In the case of the District, each school could create its own job posting(s) that would appear with the school's individual brand. In addition, that school would also be provided a 'Careers or Job Opportunity' link to add to its website that would navigate to the school's own jobs list page. By doing so, each of your 48 schools (and five supporting departments) could have their own jobs branded to their own school/department on their own website. And, in addition to each school having its own branded jobs list, the District's main website would have a 'Careers or Job Opportunity' link that would navigate to a page that contains ALL of the 48 schools and five departments' job postings.")*
- A: The MSBSD does not have a preference for this functionality but would be interested in learning more about the possibility through the proposal.
19. Q: What functionality on the SoW requirements list (relative to the ATS and Onboarding) is lacking in your current system?
- A: The functional requirements in Appendix 6 reflect the necessary aspects needed in the new system. Proposers should respond to those criteria as described.
20. Q: Page 6, 6. Preparation and Submission of Proposals, A: "Each proposal must be signed in longhand by the proposer with their usual signature." To clarify, are original ink signatures required or will digitally scanned long hand signatures be acceptable?
- A: Digital signatures are acceptable if accompanied by appropriate signature validation tags or certificates. The MSBSD will also accept proposals that contain an original signature on the original narrative proposal and copied signatures on the six (6) copies of the narrative proposal required by Attachment A: Scope of Services, section 7, Submittal Requirements.
21. Q: What employee groups are required to utilize a Time/Attendance solution (i.e. certificated/classified/non-classified/union/non-union/other staff)? How many employees are in each group?
- A: Approximately 950 classified employees and approximately 50 temporary employees use the Time/Attendance module.
22. Q: Will certificated staff be required to utilize a Time/Attendance system for any extra duty or overtime hours?
- A: No, certificated staff will not use the Time/Attendance module.



23. Q: Are there any instances where the District would use comp time instead of overtime? And vice versa? If so, is that an employee choice?
- A: Classified employees have the option to select either comp time or overtime for additional hours worked. The system should allow for that selection at the employee level.
24. Q: Is there a need to allow employees to use the time and attendance system for time off requests and the viewing of their leave balances?
- A: No, we expect that all employee groups would enter time off requests through the Absence Management module.
25. Q: Are there any employees who work multiple positions and could possibly receive a blended or weighted overtime based on their different rates of pay?
- A: Classified staff can hold multiple positions. Overtime is applied at the rate of pay for the position in which overtime occurred.
26. Q: Would it be helpful to the District to track additional duties of other employees such as teachers who provide afterschool tutoring, or collect tickets at a sporting event? If so, are they included in your employee count?
- A: No, additional duties of other employees are handled through other means. MSBSD employees that provide additional duties are included in the employee count provided.
27. Q: What self-service tools would be important to have available for employees from the physical time clocks, mobile apps, or WebClock?
- A: The MSBSD does not require physical time clocks. Our timekeeping relies on an assumed workday and only exceptions are recorded. Per Appendix 6, Functional and Technical Requirements, item TA-2 states, "Module can be accessed through a mobile application compatible with iOS and Android."
28. Q: What type of time clock devices would be desired to quote? ID number, Bar Code Swipe, Magnetic Swipe, RFID/Proximity, or Biometric Finger?
- A: The MSBSD does not require physical time clocks. Our timekeeping relies on an assumed workday and only exceptions are recorded.
29. Q: What type of badge is utilized for labor/trade staff? Proximity (RFID), Bar Code, Magnetic Strip?
- A: The MSBSD does not use badges for timekeeping, only for physical access control purposes.
30. Q: How many physical time clock devices are desired for the quote in the RFP?
- A: The MSBSD does not require physical time clocks. Our timekeeping relies on an assumed workday and only exceptions are recorded.
31. Q: What is your current process for tracking and reporting employee's hours, and what challenges are you facing with it?
- A: Our timekeeping relies on an assumed workday and only exceptions are recorded. The functional requirements in Appendix 6 reflect the necessary aspects needed in the new system. Proposers should respond to those criteria as described.



32. Q: What are your business drivers, pain points, and/or compelling reasons for considering a change of platform to meet your talent management initiatives?
- A: The functional requirements in Appendix 6 reflect the necessary aspects needed in the new system. Proposers should respond to those criteria as described.
33. Q: In page 4 and in Appendix 4, it references a Mat-Su business license. We are your current vendors and are doing business with you currently. What is the Mat-Su business license?
- A: Proposers will not be required to provide a Matanuska-Susitna Borough Business License, as the business license requirements at the Borough level have recently been repealed.
34. Q: It appears that Section 4: System Security and Data Privacy is not included in the document. Could you please provide this section?
- A: The MSBSD reviewed the documents available on our website, accessing them in Google Chrome, Microsoft Edge, Apple Safari, and Adobe Acrobat. We have confirmed that Attachment A: Scope of Services, section 4, System Security and Data Privacy is contained in the document and readable through those means. Please try accessing the documents again to ensure that the full document has downloaded. The entire document should consist of 44 pages.

