University of Maine System
Talent Management Solution - RFP# 2016-013
ADDENDUM #01

QUESTIONS

1. What is the total employee count the talent management solution will cover?

   ANSWER: Estimated 10,000 employees with an additional 10,000 student employees overall.

2. What is the anticipated number of annual hires per campus?

   ANSWER:

Category	FY14	FY15	Grand Total
Faculty	91	76	167
Hourly	93	107	200
Salaried	211	187	398
Temp Faculty	363	295	658
Temp Hourly	194	190	384
Temp Salaried	341	389	730
Temp Student	4,645	4,141	8,786

   Note: This data drawn from benefit service date of 7/1/2014 or later. May include duplicate records especially for part-time temporary faculty and students.

3. How many users (staff and/or faculty) will be accessing the system?

   ANSWER: Regular employees for individual development plans/performance reviews. Student/Temporary employees – Limited training only in learning management system

4. Is the University interested in a Software as a Service price model?

   ANSWER: We realize there are often various hosting options. If your intention is to provide an option using Software as a Service (SaaS). Detail the hardware, software, storage, and database requirements of each environment. For SaaS environments, please outline uptime and downtime. For SaaS, please explain if we can query the database. Additionally in Exhibit 1 Table 1 please provide the total cost of ownership for the SaaS option.

5. Is the University looking to replace their current vendors for the Compensation management, Talent Acquisition, Performance Management and Employee Learning Management systems?

    ANSWER: We utilize PeopleSoft, however, we do not use these modules within PeopleSoft. We are currently using a portion of the functionality available through the HireTouch talent acquisition solution.

6. Who are the current vendors for each of these systems?

    ANSWER: Talent Acquisition – Hire Touch

7. Will the University accept proposals for portions of the Talent Management Solution (i.e. Compensation Management *only*, Talent Acquisition *only*, Performance Management *only*, Employee Learning Management *only*) with the ability to integrate to the systems not proposed?

    ANSWER: Refer to Section 1.2 Purpose, where it states:

    '*The Talent Management Solution is comprised of four parts: Compensation Management, Talent Acquisition, Performance Management, and Employee Learning Management. The University of Maine System welcomes responses from providers who can support either all or a portion of the requests herein, recognizing that specializations in any one area may be more prominent than another.*'

    '*Preference will be given to a solution offered with a proven turnkey integration with Peoplesoft 9.1.*'

8. Can the University please provide the number position types with unique hiring workflows (I.E Staff, Faculty, Adjunct, Student Etc.) it is looking for?

    ANSWER: The different hiring workflows are as follows: Hourly Staff, Exempt Staff, Faculty, Adjunct Facility and Temporary, Student

9. Does the University want employee onboarding capabilities as part of the talent acquisition module? Or is a separate onboarding module acceptable?

ANSWER: Refer to Section 2.0 Scope of Work it states under Talent Acquisition Solution: '*Onboarding solution with workflow modeling to manage internal tasks and must integrate with PeopleSoft 9.1; integrates I-9.*'

10. Is the University of Maine System looking to license and implement all the described elements in your RFP; Compensation, Goals, Performance, Succession & Development, Recruiting, Sourcing & Onboarding all at once or are you planning a phased approach?
    a. If a phased approach is planned, can you rank the 4 major application areas (Compensation, Performance, Recruiting, and Learning) in order of desired go-live?

    ANSWER: Refer to Section 6.1, 6.1.1. '*Describe your recommended implementation strategy, best practice consulting options, and professional services. The University of Maine System requires the review of consultant's credentials/experience and reserves the right to request replacement if he/she fails to meet expectations at any time.*'

    The University is looking for the Respondent to provide the best implementation strategy best on industry best practices.

11. University of Maine System is seeking responses for the System's proposal, but you're also seeking pricing listed by individual campus. Is the expectation that this RFP is for the entire system or to enable individual campus decisions?

    ANSWER: The University of Maine System budget is done at the campus level. Ideally we would like to deploy the solution as an enterprise license, however our ability to do so will depend on pricing incentives to make that work. We require each Respondent to provide the pricing by Campus and to deploy as an Enterprise level package so we can properly make that assessment. Determination of which approach we will settle on will occur once the evaluation and award is complete for the RFP event.

    Refer to page 22 '***Respondents' are encouraged to provide additional price incentives for providing an enterprise solution or award of multiple institutions.*'

12. In the RFP you ask, "Provide what-if modeling-(generate complex wage grade modeling, statistical analysis, find hidden complexities within data, impact analyses between different models.)"
    a. What types of complexities are you expecting to find in wage grade data?

ANSWER: We would expect that improved/deeper data would help to unearth and highlight, for example, compression, equity and market rate issues. Additionally, impacts of multiple Collective Bargaining salary adjustments would be better underscored by improved data.

13. In the RFP, you ask that respondents, ": Provide functionality to align jobs across the university"

        a.   Can you provide more details on what you mean by "align jobs" ?

ANSWER: In the event the University wishes to implement a new Compensation Program, it could be necessary to realign positions based on said program.

14. In the RFP, you ask that respondents, "Provide functionality to build and maintain job descriptions-(Centralize database to create, store, and edit job descriptions and share within the organization.)"

        a. Can you provide an example of your job descriptions? What business processes dependent on 1 or more elements of your job description?

ANSWER: The job description is used both in the rating and grading of a position, hiring process (both in posting and type of reference needed), as well as performance assessment. Various campuses use various job templates (see 12A) and the intent is to bring consistency to structure. *A sample of a USM JD is attached at the end.*

15. In your RFP you ask respondents to, "Provides ability to utilize the data available in the talent management system to inform "best fit" candidate recruiting.

        a.   Are you looking for talent to be identified within your Performance Management/Succession Management system (outside of the Recruiting system?) Or are you are looking to be able to identify best-fit from within Recruiting?

ANSWER: We would anticipate a TA System would provide reporting (data) that identifies how top performers were sourced (so data from both recruiting and performance management) and which sources brought in the most "hirable" candidates (TA info.)

16. How do you define eligibility for your Salary/Bonus?

a. Do you tie this eligibility back to HR data fields?

ANSWER: University of Maine System does not participate in a bonus program. We do have certain criteria for salary adjustments based on multiple HR data fields, some of which are found in performance management, others are found in employee statistical data.

17. Do you use Position or Supervisor hierarchy?

ANSWER: The University of Maine System utilizes both position and supervisor hierarchy.

18. What is your salary increase schedule?

ANSWER: The University of Maine System utilizes both position and supervisor hierarchy.

19. What is your bonus (if given) schedule(s)?

ANSWER: At this point, none. The solution, however, should accommodate bonuses.

20. Are all annual increases and performance review done at the same time, if so does performance drive any calculations? If not how does Performance rating apply to Comp plan calculations?

ANSWER: They are not done at the same time, nor is there a calculation connected to performance.

21. Are salary increases and guidelines based on new performance or other criteria?

ANSWER: Currently, salary increases are not based on performance, though we would expect a solution to have that option

22. Do you prorate Salary increases? If so explain how the proration is determined and applied and can you tie that back to data in Oracle HR to support the calculation of proration for an employee?

ANSWER: Proration is typically based on percent of time and/or start date; statistical employment information

23. Do you prorate Bonus calculations based on target % changes and or Salary increase during the year? If so explain how the proration is determined and applied and can you tie that back to data in Oracle HR to support the calculation of proration for an employee?

ANSWER: While bonuses are not currently a part of the UMS comp plan, should they be introduced, we would expect the selected option to be able to prorate easily based on statistical criteria

24. Do you prorate Bonus calculations based on target % changes and or Salary increase during the year? If so explain how the proration is determined and applied and can you tie that back to data in Oracle HR to support the calculation of proration for an employee?

ANSWER: At this time the University of Maine System does not offer a bonus program, however the solution offered should support bonus programs.

25. In the following statement, what types of information do they consider "an integral part of the offer?"

    a. ***Pricing and other information that is an <u>integral part of the offer</u> cannot be considered confidential after an award has been made.***

    b.   Specifically, does U of M consider our implementation methodologies, rate structure, corporate financials and our processes "integral part of the offer?"

ANSWER: Refer to Section 1.10 Confidentiality. '*The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of accepting an Agreement under this section, a contractor must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.*'

As part of the response in Section 1.10 Confidentiality we ask each Respondent to '*The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.* '

Everything not defined in Title 1 MRSA Section 402(3) http://legislature.maine.gov/statutes/1/title1sec402.html is considered public record.

In the event we should get a request we would review the responses and question a section marked by the Respondent as confidential we will ask the vendor to clearly identify how the material meets the criteria established by law. The reference to the State of Maine site is: http://legislature.maine.gov/legis/statutes/10/title10sec1542.html. If the Respondent fails to do so the information will be provided to the requestor.

26. What the State's law considers of a ***"proprietary nature."***
    a. Specifically, we'd like to know what types of information in the past has the State deemed non-confidential, and <u>not</u> proprietary. If we could get an idea as to what types of information U of M / State of Maine has not protected in the past when a public request has been made, then we'd have a better idea as to what we are at risk for exposure once there has been an award.

    <u>**ANSWER:**</u>
    See Title 1 MRSA Section 402(3) http://legislature.maine.gov/statutes/1/title1sec402.html for the definition of public record in Maine and http://legislature.maine.gov/legis/statutes/10/title10sec1542.html to determine if materials meet the definition of confidential, proprietary or trade secret information.

27. Are you interested in replacing the implemented HireTouch applicant tracking system across the seven campuses in your system or are you committed to HireTouch for a certain period of time? If so, what is the contract timeline?

    <u>**ANSWER:**</u> This will be decided once we see the solutions offered.

28. Does the University of Maine System require 7 separate implementations/instances (IE one instance/implementation per campus) or do you prefer one single instance where all schools share the same database while providing institution specific workflows, branding, etc?

    <u>**ANSWER:**</u> The University of Maine System is looking for the Respondent to provide a solution. In preparing the solution the Respondent should be mindful of Please refer to RFP 1.2 Purpose and 2.0 Scope of Work sections of the proposal.

29. How many faculty and staff are employed across the University of Maine System, including all campuses (all employees, faculty and staff, full time and part time)?

    ANSWER: Estimated 10,000 employees with an additional 10,000 student employees overall.