



**Questions and Answers #3**  
**Statewide Human Resources Information System**  
**RFP Project #060B9800050**  
**July 16, 2009**

Ladies and Gentlemen:

This list of Questions and Responses #3 is being issued to clarify certain information contained in the above referenced RFP. The statements and interpretations of RFP and contract requirements that are stated in the following questions of potential offerors are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any potential offeror's statement or interpretation of RFP and contract requirements. The numerical sequencing for this Q&R #3 begins at question 27; questions 16 through 26 were answered in Q&R #2. The following questions, for the above referenced RFP, were received by e-mail and are answered and posted for all offerors:

27. Question: In the Reports tab, PS01, BA10, and EE01 make reference to sample reports that were attached to the RFP that we are unable to locate. Can you please provide those samples so we can accurately respond to these requirements?

Response: Reports and forms are provided through Amendment 1 to the RFP.

28. Question: Can the State please provide an example of the type of updates and information the State would like to maintain regarding State Classifications?

Response: The State would like to maintain history on position classifications, as well as required skills, workload percentages, job descriptions, status, and salary range. Please refer to Attachment J - Process Definitions and Future State Visions (279KB),

29. Question: Is this a manual that the State would like the ERP system to be able to maintain and store, or is the salary classifications associated with employees pay?

CS23 Classification & Salary  
(CAS) The system shall allow users to create, modify, and retrieve State Classification Standards manual.

Response: Yes, this is a manual that the state would like access to via a hyperlink, or if possible have the clauses stored in the system.

30. Question: PS01 Fiscal Year-End Reports Compendium of over 20 charts and graphs that depict current employee and employment statistics for the year such as:



### Employee Terminations

BA10 Retirement Agency Error Reports Compendium of 13 reports that identify different problems for retirees with benefits. Representative samples are attached. Retiree Benefits Maintenance; Open Enrollment - Retirees

EE01 Annual Statewide EEO Report

Where in the RFP are the reports included?

Response: Reports and forms are provided through Amendment 1 to the RFP.

31. Question: Proposal Affidavit Form - Will you State please clarify/define who is a resident agent. Does the offeror have to have a local office in Maryland in order to bid this opportunity or is the presence of an offeror executive/authorized signer who resides in Maryland acceptable?

Response: A Maryland Registered Agent is a person or entity, designated in the articles of Incorporation / organization, who can accept legal documents and notifications from a state office on behalf of a corporate entity. There are few restrictions regarding who can be a registered agent other than that the person or entity must be located and available at a physical street address within the state of Maryland during normal business hours. Your Registered Agent will be responsible, on your behalf, to receive all legal and tax-related documents, litigation (service of process) documents, annual report forms, etc. It is important that you select a reliable company, such as InCorp, No, the offeror does not have to have a local office in order to submit a proposal or an executive authorized signer who resides in Maryland.

32. Question: At the bidder's conference, the State indicated they had spoken to other states when putting together the RFP and/or researching information for the HRIS project. Can the State identify the states that were contacted by Maryland?

Response: Louisiana and Michigan.

33. Question: RFP Section 2.12.2.1 provides invoicing instructions for the contractor. The state has asked vendors to bid a Commercial off the Shelf Software package which includes 3 references where the software has been implemented in similarly sized/scope references. The integrator that you hire will be responsible for connecting the system to the state's technical infrastructure and setting up performance standards. In addition, the warranty indicates the application will perform to its written specifications. However, the software firm cannot be responsible for the success of the firm the state selects for implementation. The software vendor will have little control over these elements. Because of this, we suggest that the State consider changing the payment terms to;

25% of the proposed price for software the upon delivery and acknowledgement of receipt of the software by the State  
75% upon installation of the software

Response: The State does not agree with changing the payment terms.



34. Question: RFP Section 2.6.1 provides for As Delivered Acceptance Testing.

The COTS software is delivered without a database. Is the state requesting that we include a database with the proposed solution? Testing on a database is typically the responsibility of the State or the Integrator. Would the state consider moving this request to the forthcoming integrator RFP?

Response: The State is requesting that the software is delivered to test data already configured in the database or application.

35. Question: RFP 2.8 provides for Performance Period for Acceptance – Software Application

The COTS Software is warranted to work as documented. Would the state accept that as acceptance?

Response: It would be accepted as such if it met the business requirement(s) of the state as requested.