



**January 27, 2023
Addendum #2
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 2 TO ALL OFFERORS:

Reference – Request for Proposal:

**Applicant Tracking and Employee Onboarding
Software**

RFP# 016-0-2023/SB

For Delivery To:

Newport News Public Schools

Proposals Due:

Monday, February 6, 2023 at 2:00 pm EST

The above is hereby changed to read:

Responses to Pre-Proposal Questions:

1. Having looked into Tyler MUNIS's overall capabilities, I see that MUNIS offers a MUNIS ATS that is already integrated into the MUNIS platform. Can you please tell us why NNPS has elected to seek an alternative ATS and Onboarding system in lieu of the MUNIS ATS? **Munis is primarily a financial system and does not offer all components for HR functions.**
2. In order to stream new-hire and employee onboarding data from an offeror's system to your employee management and financial system (without manual downloading/uploading of a .csv file), Tyler Munis will have to agree to provide its API to the Offeror in order for the Offeror to develop the integration. With that, I offer the following questions:
 - a. Does MUNIS have an API? **It is suggested that the Offeror contact Tyler MUNIS for capabilities.**
 - b. Will Tyler MUNIS agree to provide its API to the selected offeror in order for the offeror to develop the integration? **See above response.**
 - c. If yes, will Tyler MUNIS provide the API on or shortly thereafter the award date? **See above response.**
 - d. If no, will this requirement be dropped from the Statement of Needs (assuming that NNPS will then upload new-hire data generated by the Offeror's ATS and Onboarding via a .csv file)? **See above response.**
3. Statement of Needs, Item 8: Ability to add recertification points.
 - a. Is the intention to add recertification points to the applicant's file via a comment or a tag in order that it can be searched and accessed at any time thereafter (even after the job closes)? **Correct**
 - b. If not the above, please further clarify this requirement.
4. Statement of Needs, Item 16: Route requestors when position has been approved and initiated other related events such as recruitment files.
 - a. Clarification requested. Do you mean 'Notify requestors when position (requisition) has been approved and provide notifications when processing actions are taken from within an applicant's file?' **Correct**
 - b. If not the above, please further clarify this requirement.
5. Statement of Needs, Item 17: Support the chronological listing of all recruitment exams with statistics and analysis.
 - a. Clarification requested. Do you mean 'Provide a workflow that provides a formal step(s) in applicant processing for the initiation of recruitment exams?' **No**

- b. If not the above, please further clarify this requirement. **A means to input and pull a report of all recruitment exams with scoring and analysis of a group of candidates.**
6. Position Control General Question: Some of the position control requirements seem to require information that would be resident in the financial area of MUNIS (e.g., job classifications, salary schedules). This would require a 2-way integration in order for the ATS and/or Onboarding to interface with MUNIS. When we spoke on the Friday Zoom, you suggested the integration would be 1-way and would possibly grow into a 2-way integration. My read on the position control part of the RFP is that a second question session may be in order to best understand your desired functionality. Is a second question session permissible? **Please propose a solution to meet the Statement of Needs of the solicitation.**
7. Position Control, Item 38: Identify full time employee (FTE) as 100% or under 100%
 - a. Do you want this percentage to appear as a field in the applicant's file or in onboarding -- or both? **This is a very technical question that without knowing if your system can even provide this request we would need to discuss how your system is able to, and where it can be displayed.**
8. Position Control, Item 39: Split code an FTE into multiple departments or general ledger accounts.
 - a. This appears to be information that would be maintained and managed in MUNIS's employee management or financial area of the system. Do you want/expect this to be shown or managed in the pre-hire side of the overall system (i.e., ATS or Onboarding) or in the post-hire area of MUNIS? **For all questions pertaining to general ledger and vacancies. HR operates separately from accounting processes. We need to balance and track openings differently than how they are tracked by Munis**
9. Position Control, Item 41: Identify a salary schedule separate from the job classification
 - a. This appears to be information that would be maintained and managed in MUNIS's employee management or financial area of the system. Do you want/expect this to be shown or managed in the pre-hire side of the overall system (i.e., ATS or Onboarding)? **This will need to be included in the onboarding.**
 - b. Is it possible to obtain a copy of the classifications and salary schedule? **This can be provided following contract award.**
10. Position Control, Item 42: Maintain current salary information (salary grade and step)
 - a. Do you want/expect salary to be a field in the Onboarding employee profile? **Yes.**
11. Position Control, Item 43: Maintain and update budgetary information in accordance with current, previous, or next budget fiscal year.
 - a. This appears to be information that would be maintained and managed in MUNIS's employee management or financial area of the system. If you want this in the ATS or Onboarding side of the system, can you please provide further clarification or details? **This is in relation to position allocations. For example, if we have budgeted for 2000 teachers this year, but only 1975 for next year, the system should be able to know whether we can post and/or hire for a position when someone has resigned and not returning the next school year.**
12. Position Control, Item 49: Report functions to include the following:
 - a. Track vacancies by general ledger account
 - b. Retrieve filled or vacant positions by location, job classification, or general ledger account
 - a. To track and generate reports by general ledger account and/or job classification, it seems the ATS and/or Onboarding must be in sync with the MUNIS employee management or financial system. As with line 6 above, clarification is requested for this line item. A second Q&A session may be beneficial. **This need relates to reporting from the ATS which positions are filled, vacant, and being able to sort by different qualities like location, job title, etc.**
13. Considering this proposal requires a hard copy submission, and we may have less than a week to update our response between Q&A answer release and print, would NNPS consider extending the due date by one week? **The solicitation was extended in addendum #1.**
14. Would NNPS like the ability to build job position campaigns for marketing and recruitment? Does NNPS currently do this? **We do not currently do this. We do partner with third party entities to advertise jobs.**
15. Does NNPS need SMS capabilities for recruitment? If so, how many SMS messages would NNPS need to send on a weekly, monthly basis? **This would be more or a want than a need. If capability is there, we would be looking for unlimited connections.**
16. Does NNPS need the ability for recruits to opt out of receiving marketing emails, etc.? **This would be ideal**
17. How many postings and how often does NNPS post to social media? **We need capability for unlimited postings. NNPS posts roughly weekly regarding job announcements.**
18. What are your accessibility requirements related to the Applicant website, and portal? **Must be ADA compliant**
19. What are your accessibility requirements related to the employee-facing solution? **Must be ADA compliant**

20. Can you elaborate on your preferred method of response? Does NNPS expect a response to each individual requirement listed in the Statement of Needs - Requirement and Applicant Tracking? **The Offeror is responsible for formulating their proposal to address and meet the requirements of the RFP.**
21. Can you explain the meaning of this ask? “Detailed results of identified by performed tests and/or analyses” (Tab 3 - Deliverables). **Omit the word “of.” Elaborate if you perform any testing of the solution during implementation and before “go live”.**
22. Does NNPS currently use a calendar solution to track interview schedules?
 - a. If so, what do you use and would you like to integrate with the new solution. **This would be ideal**
 - b. If not, how are you currently tracking schedules? **Nothing consistent; using Outlook to manually add interview appointments**
23. Does NNPS require integrations with any solutions besides Tyler MUNIS? **No**
24. How many applicants does NNPS have in a given month? Year? **This number fluctuates due to job market conditions.**
25. Does NNPS expect legacy data to be migrated? How far back? **No**
26. How many times are employees who are onboarding logging in per month? **We do not have that data with the current solutions.**
27. On NNPS’ busiest month how many applications do you foresee? **We cannot access an estimate due to market conditions.**
28. What is NNPS’ goal for the number of applications per month? Would you like to see an increase? **Our goal is to have an increase of qualified applicants.**
29. How many users (licenses) will need access to the CRM/data tracked? **Minimum of 10**
30. How many months of ‘audit trail of all changes made to the system data’ do you need to retain? **all**
31. How much/how far back do you need to retain data? **All information gathered should be retained**
32. Are there any specific requirements for data retention and backup - On premise or in the cloud? **Preferable cloud-based**
33. What are the ‘NNPS computer and network acceptable use polic[ies] while using NNPS’ resources? **Vendors are asked to read policies IJND, IJND-P, and IJND-E2 on our BoardDocs website.**
34. Is there data that will be shared internally and not externally? Internally will certain departments have access to some data and not others? **Yes**
35. Do you have any process documentation that you can share about the current process?
36. What is the expected budget? **NNPS does not release budgetary information.**
37. Requirement 8 asks for “Ability to add recertification points”. Can NNPS clarify what is meant by “recertification points”? **This is for Teacher and Administrator licensure. Those with licenses must re-certify. They are given points. These points must be tracked to apply for licensure renewal.**
38. Requirement 17 requests “Provide support for the chronological listing of all recruitment exams with statistics and analysis”. Can NNPS elaborate on this requirement and what is meant by “provide support”? **It means to input and pull a report of all recruitment exams with scoring and analysis of a group of candidates.**
 - a. Is NNPS interested in ongoing managed services? **yes**
39. What external systems will we be required to integrate with for this phase, e.g., accounting systems, HR systems, etc? **Munis**
40. Regarding collection of external applicant information, will you be collecting any PII or other information that needs to be protected? **Yes: SSN, DOB, Demographic Information, DMV Info**
41. If we use third party tools to address specific aspects of the solution, are there any additional steps, e.g., IT security review, that we need to be aware of? **Information Security review by NNPS team will be required.**
42. Could the submission date be extended from January 26, 2022, to February 9, 2022? **The due date will be extended.**
43. Knowing that Newport News Public Schools (NNPS) top priority is to be set up for teacher contracts by June 1 and to be live by May 1, could we get sample copies of your contracts to share with our implementation team to ensure the timeline for contracts functionality can be met by May 1? **We cannot provide copies of the contracts in this stage of the process.**

44. As RFP 016-0-2023/SB is written, Frontline cannot complete a successful implementation (which would include position management) under the current timeline (May 1 go-live). However, Frontline has the most experience implementing these types of complex Human Capital Management (HCM) systems in Virginia. We would be happy to recommend a more realistic timeline and implementation progression, should all the requirements in the RFP be necessary at this time for NNPS. Would NNPS consider a more phased-in approach to meet the go-live timeline of May 1 – potentially start with Recruitment and Applicant Tracking and Contracts (Recruiting & Hiring and Frontline Central) functionality first? Or consider the implementation of Contracts (Frontline Central) functionality as an initial phase? **There could be some consideration of this.**
45. Would NNPS be interested in speaking with other Virginia Divisions also using Munis for Finance/Payroll about the implementation process of a full Frontline HCM system (and/or parts of the Frontline HCM system) as described in the RFP? **Yes, if Frontline is the successor vendor**
46. Is seamless, integrated connectivity with the NNPS’s existing HCM applications important to NNPS? **Not necessarily.** Is NNPS seeking a single platform to be used for all the division’s HCM workflows? **Yes, with integration with Tyler Munis**
47. Could you please provide examples of the reporting and analytic features NNPS is seeking from the Applicant Tracking and Employee Onboarding system? As part of consideration for a vendor, would having the proper resources in place to complete the Virginia Department of Education’s Positions and Exits Collections report be important to NNPS? **Yes**
48. Does NNPS want a real-time view into position data as part of the reporting capabilities? **Yes.** How are vacancy reports being sourced currently? **Manually pulling data from Munis**
49. In what format / system(s) is NNPS staffing roster being maintained? **Google**
50. In what format / systems is the management of stipends, benefits, and compensation currently being handled at NNPS? **NNPS would like the Offeror to provide how they will format the management of the aforementioned areas in their solution.**
51. Are the Position Control capabilities (items #32-#52) not available in NNPS’ Munis system? **The capabilities in the solicitation is what NNPS is requesting is included in your proposal submission.**

All other provisions of the RFP shall remain unchanged.

Sincerely,
 Shannon Bailey, VCCO, VCO
 Director of Procurement
shannon.bailey1@mn.k12.va.us
 757-591-4560 x10752

Name of Firm

Signature/Title

Date