

**Hampton Roads Workforce Council
RFP # EBS-1**

ADDENDUM #1

Answers to Questions Presented at the Preproposal Conference Held on
February 13, 2023, at 1:00 P.M.

General Questions

- 1. In the case that your RFP response will need a few partner solutions (ex. Rippling, PyanGo, Squareworks), are you expecting partners to submit their own full responses to the RFP? Or just their formal quote/SOW and responses to relevant requirements in Attachment A?**

Partners are expected to submit a full RFP response as well. Partners are expected to complete/submit responses for their portion. If partners are subcontractors, they do not need to submit anything.

- 2. It is difficult for us to deliver a final SOW without having gone through software demo with you - what are you expecting in terms of SOW in our response?**

Offerors are to create a statement of work (SOW) to best of the offerors' ability based on RFP requirements.

- 3. Attachment A - could you confirm what is expected for the comments section? Are we to explain how we can handle the functionality there?**

Offerors are to utilize the vendor codes identified in the RFP. The comment section should be utilized to provide clarification of response, if needed.

- 4. Our company has a 'green policy' wherein I am unable to print and mail our response to the RFP. We can arrange to print it locally if you'd like.**

The offeror should arrange to have their responses printed locally.

- 5. Provide clarification on the contract period.**

The contract period is two years with up to three (3) one-year renewals.

- 6. Are the implementation and subscription costs to be included in the pricing proposal?**

Yes.

- 7. For clarification sake, would be able to share the difference between a "Third-Party Partner" versus a "subcontractor".**

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Subcontractor clarification: If multiple parties want to present a consolidated proposal, one party will need to be designated as the primary offeror and the others as subcontractors of the primary offeror. The Council will only contract with the primary offeror and not with subcontractors. This also means that the primary offeror will take responsibility for all contract issues and resolution of the issues, and the Council will pay for services to only the primary offeror.

Third-party partner clarification: Third-party partners are required to submit RFP response proposals for specific needs.

Planning and Budget Questions

8. What are you using today to budget?

Excel.

9. Have you or anyone on your team used a Budgeting Tool in the past?

The Chief Financial Officer and Director of Finance have used budgeting tools previously. Currently, we want the capability to generate budget/actual reports in a variety of formats, including filtering by program or by grant.

10. How many people are contributing to the budget process?

We expect the Council's budgeting process to change significantly in the upcoming fiscal year. Historically, the budget process included the organization's CFO, CECO, CAO and CIO. Moving forward, we will also involve department/finance heads directly in the budgeting process.

With the Council's current system, Sage 300, there are 4 staff that have access to Sage. The Council anticipates that 6 additional staff (10 total) will need access to the new system.

11. Are Finance and your Department Heads involved?

Yes, the Finance Department and other Department heads will be involved in the budgeting process.

12. Are you planning on using history (last year's actuals) and/or trends?

Yes, the Council plans to use history from previous years, current trends, and projections (i.e., award of a new grant, etc.) to design budgets.

13. For example, plan an expense based on last year's actual +5% increase?

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Yes, the Council would need to develop assumptions that would be applicable for the Department Directors to include in their budget.

14. Are any expenses calculated based on Drivers/Assumptions?

Yes, see response to question #10.

15. How is your Headcount/Workforce planned today, please explain.

The Council's headcount/workforce is based on history, current staffing levels, and projected new grant(s)/program(s).

16. How do you plan revenue, is it planned by Product or Service?

The Council plans revenue by the grants that have been awarded and planned to be awarded.

17. Do you plan by customer as well?

The Council does not plan revenue by customer. See response to question #13.

18. Are you actively "forecasting" today?

The Council is in the process of formalizing its forecasting process. The current forecasting process is very manual. Typically, the forecasting process is part of the overall annual budget process.

19. What types of reports are generated monthly, quarterly related to budget/forecasts - an example would be variance reports?

The Council generates a monthly "Rainbow Report" capturing expenses YTD by Grant/Program. The total expenses for a grant/program are compared to the total budgeted amount on the spreadsheet. There are instances whereby a complete analysis is performed, when requested, for a grant/program by line item.

The Council is in the process of creating a report in Sage that we can download, that can capture rev year to date, expenses year to date, by grant and/or program. The expectation for reporting is flexibility, should be able to review information in a variety format (i.e., by program, by grant, etc.)

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Additional reporting requirements would be generation of balance sheets by grant/program. Would need to know the cash position of each grant/program on a monthly/quarterly basis. In addition, the Council have external reporting needs. An example would be the Council's monthly Income/Expenditures Detail Report (MEDR) that is provided to one of our grantors.

20. If you were to give us a priority or wish list for a budgeting/forecasting tool what would be the top 3-5 items?

The top 3 to 5 wish list items for a budgeting/forecasting system would be as follows:

- 1) To have a system implemented.
- 2) Integration of budget with general ledger to generate budget versus actual reports and generated what-if scenarios)
- 3) A user-friendly system. Finance will not be the only Department to utilize the system.

HR/Payroll System

21. Please provide the number of users for and HR system.

When estimating the cost, use a quote of 120 users. The Council will bring additional staff on board within the next couple of months as a result of a grant award.

22. Same question for the number of staff eligible for benefits.

See response in question #20.

23. Describe the reporting process for HR.

The reporting process is very manual. The Council does maintain an excel spreadsheet for its master sheet listing of employees. The Council utilizes Employee Navigator to track benefits. With the system, the Council is able to generate a variety of reports.

24. How do you handle forecasting?

Forecasting is very limited because of the very manual process.

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25. How do you handle employer relations?

The Council is fortunate in that the Council has had limited personnel issues. Personnel files are paper files and are kept for the entire life cycle of the employee(s). With the implementation of a new HR system, the expectation is that the personnel files are to be maintained electronically.