



South Orange County Community College District

RFQ&P No. 5047-2022
Workday Certified Partner Consulting Services

Addendum No. One (1)

April 18, 2022

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Purchasing and Contracts Manager

Note:

All documents remain unchanged except section or parts added to, revised, deleted and/or clarified by this Addendum.

1. The responses to the questions received by the RFI deadline of April 15, 2022 at 5:00pm are shown below:

Q1: Please clarify "3rd party payroll. Is this a non-Workday payroll system? In this case, would SOCCCD be requesting Partner to oversee the deployment of system or ensuring that the system is able to integrate to Workday?

A1: 3rd Party Payroll is a Workday module/service that replaces or is in lieu of having the USA Payroll (The District does not have this module/service). The District uses the County payroll system and this module/service will export to the 3rd party payroll system and import data from the 3rd party payroll system. The District has no plans to move to the USA Payroll in Workday.

Q2: Workday and OSV provide a comprehensive payroll solution, would we be able to bid on the payroll solution?

A2: Not at this time. The District has no plans to move to the USA Payroll in Workday.

Q3: What would the process be for informing SOCCCD when Partner has new module certifications?

A3: The District will setup a process for updates when the pool of Workday certified partners is established. The District may conduct a periodic questionnaire of the partners in the pool.

Q4: Please clarify the following statement *Rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel*

A4: The rates shall be inclusive all of necessary costs to conduct the associated services. All work will be performed remotely. If onsite visits are ever needed, then the separate travel expenses would be negotiated for the specific statement of work.

Q5: Work order requests for tasks <20 hours: what is SOCCCD's expectation of turnaround time for these types of items?

A5: The District would expect an estimate to be done quickly for planning purposes. The timing of scheduling the work on the task will depend on our resource and your resource availability. It is possible that we have a serious issue that would need to be addressed quickly but this should be unusual.

Q6: Sample Agreement Questions

- a. Key Individual Assignment – is this requesting that the same engagement manager be assigned for the life of the contract or is SOCCCD assuming each Work Order/Project can have a separate engagement manager?
- b. Reimbursement of Expenses – Is SOCCCD assuming all work is completed 100% remote? *The District will not pay any reimbursable expenses of the Consultant* - does this mean that Partner is responsible for all material and travel expenses or will this be discussed/agreed upon per each Work Order?

A6: a. Consistency is preferred but it is not required.
 b. See A4.

Q7: Do you require consultants to be on site?

A7: All work will be performed remotely. If onsite visits are ever needed, then the separate travel expenses would be negotiated for the specific statement of work.

Q8: Can we work remotely?

A8: See A7.

Q9: Do you have expectations regarding working hours?

A9: The expectation is that the awarded firm will be available during the standard working hours of the District (Monday through Friday 8am-5pm PST).