



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT
501 SOUTH JUPITER ROAD
Garland, Texas 75042

Date August 18, 2017

ADDENDUM #1 , RFP # 211-17

RFP Title: Electronic Storage Record System

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum will be used as an evaluated factor.

THE DATE AND TIME FOR SUBMITTAL OF RESPONSES IS UNCHANGED

**Questions and Responses below
Change to Pricing Sheet on Page 7**

1.Question: Number of Full-featured Users (Named) , i. Users that have full functionality within the system – have the ability to scan, import, index, edit, annotate, search, retrieve, approve, build web forms etc

ANSWER: 20

2.QUESTION: Number of View-Only Users (Concurrent):
Users that only have the ability to search, retrieve, and view documents – do not have permissions to import, index, annotate, approve, and/or edit documents

ANSWER: 20

3. .QUESTION: Number of “Approver” Users:
Users do not have full-featured access to manipulate documents. These users are typically “Approvers” on digital forms-based processes; ex. Principals, Department Managers. (They could still have view-only access to documents)

ANSWER: 4

4. QUESTION: If you aren’t certain on quantities of users, would you prefer we provide unit price breakdowns of each license option available?

ANSWER: The numbers provided are estimates so a breakdown would be great!

- 5. QUESTION:** Does the district prefer the selected vendor to host the software solution for them? Or, would the district prefer to host the solution on-premises within GISD's existing environment?
- ANSWER:** Off-site host preferred
- 6. QUESTION:** Is Garland ISD requesting for the license and or development of e-forms for the project scope
- ANSWER:** An eforms and an eform management system.
- 7. QUESTION:** If e-forms is a requirement will it need to perform a data base look up within the Oracle and Recruit & Hire systems?
- ANSWER:** Yes
- 8. QUESTION:** Will the existing HR records be scanned into the new ECRM platform?
- ANSWER:** It will be a slow process, not an all at one time conversion. Employees will scan into the system as they have down time or when they touch an existing paper file.
- 9. QUESTION:** If there is a internal Garland ISD scanning conversion project? Are the existing HR records hand written
- ANSWER:** No current scanning conversion project. Existing HR records are paper based and in paper files.
- 10. QUESTION:** Is Garland ISD requiring a cloud/SaaS system, on-premise, or hybrid system? The language of the RFP references requirements that fits all of these types of deployments.
- ANSWER:** It needs to be compatible with Recruit & Hire and with Oracle
- 11. QUESTION:** Is the off-site storage to be provided by the contract winner or is a current Garland ISD off-site storage to be used?
- ANSWER:** Contract winner
- 12. QUESTION:** How many concurrent users are needed for the Garland ISD HR department?
- ANSWER:** 40 minimum
- 13. QUESTION:** Please explain the level of interface Garland ISD is requiring for the Oracle and Recruit & Hire systems.

ANSWER: Basic information from Recruit & Hire will be imported into the Oracle workflow process (in house developed) to drop into Oracle upon hire approval

14. QUESTION: Is either Oracle or Recruit & Hire running in the cloud?

ANSWER: Both are cloud based.

15. QUESTION: Does the ECRM require any approval or on-boarding workflows within the ECRM system or will the ECRM be used as a repository with status tracking and notification services of employee applications

ANSWER: It will include both approval and on-boarding workflows and as the repository with status tracking and notification services.

16. QUESTION: More information is needed on our Recruit and Hire software i.e software manufacture, modules, version, cloud or on premises, etc.

ANSWER: Software-Manufacturer-PeopleAdmin
Module – Recruit & Hire
Hosting – Cloud Based
Typical Workstation Requirements-
Windows PC that supports a web browser –IE 8.0, Safari, Firefox or Chrome
MacIntosh C with OS X and Safari, Firefox or Chrome
SQL Server Database

17. QUESTION: Does GISD Recruit and Hire software have an electronic records module that can be added on to it?

ANSWER: Yes

18. QUESTION: Oracle ERP, version, modules, cloud or on premise

ANSWER: Oracle ERP – Oracle E-Business Suite
Version – 12.1.3
Modules – General Ledger, Accounts Payables, Receivables, Projects, Cash Management, Fixed Assets, Purchasing, Inventory, Order Management, iProcurement, iExpense, Human Resources, Payroll, Advanced Benefits, Employee Self-Service

19. QUESTION: Is the GISD wanting a true records management solution i.e. the practice of managing the records of an organization throughout their life cycle, from the time they are created to their eventual disposal. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records?

- ANSWER:** The life cycle of employment records only
- 20. QUESTION:** Does GISD already have a Enterprise Content Management and workflow solution in place? If so what is it
- ANSWER:** We use ORACLE for enterprise content management and workflow and will continue to use ORACLE
- 21. QUESTION:** Is GISD's total budget for this project \$50k?
- ANSWER:** Garland ISD has estimated the value of this contract to be approximately \$50,000.
- 22. QUESTION:** Is the city running Microsoft SharePoint and Office 365?
- ANSWER:** I am assuming this is asking district instead of city. GISD does run Office 365
- 23. QUESTION:** Does GISD have any other workflow solutions in place
- ANSWER:** ORACLE E-Business Suite
- 24. QUESTION:** Is there a plan to digitize your existing records?
- ANSWER:** It will be a slow process, not an all at one time conversion. Employees will scan into the system as they have down time or when they touch an existing paper file.
- 25. QUESTION:** Whether companies from Outside USA can apply for this? (like,from India or Canada)
- ANSWER:** Yes
- 26. QUESTION:** Whether we need to come over there for meetings?
- ANSWER:** Meeting(s) will be at Garland Independent School District
- 27. QUESTION:** Can we perform the tasks (related to RFP) outside USA? like, from India or Canada)
- ANSWER:** The District is looking for face to face training
- 28. QUESTION:** Can we submit the proposals via email?
- ANSWER:** No
- 29. QUESTION:** The scope states that scanning and uploading records is important. Once the documents are scanned, what type of file will it be? Please list supported file extensions.
- ANSWER:** PDF
- 30. QUESTION:** The scope mentioned uploading 19 documents, many documents are you all planning to upload at a time?

- ANSWER:** 19
- 31. QUESTION:** Would any records be medical records? If so, would they have to adhere the HIPAA Privacy and Security Rules?
- ANSWER:** No medical records
- 32. QUESTION:** Will the scanned employee records need to support customization?
- ANSWER:** Yes
- 33. QUESTION:** Can you list the current Human Resource software and versions that this application will need to interface with?
- ANSWER:** See question 16
- 34. QUESTION:** Please list the documents in Exhibit A that will need to be converted to customizable web forms.
- ANSWER:** All
- 35. QUESTION:** Please list the documents in Exhibit A, that will require an electronic signature.
- ANSWER:** All that have a signature line currently with the addition of annual employee contracts.
- 36. QUESTION:** Would certain user roles have restricted access to view or print some of the forms?
- ANSWER:** Yes
- 37. QUESTION:** Will the records system require an reviewer/approver role, to make sure the employee application and forms are complete? Or will the application validate that all forms are uploaded?
- ANSWER:** Approver validation
- 38. QUESTION:** The scope mentioned daily backups, What type of backups is this system requiring?
- ANSWER:** A type that will give Assurance that if the system crashes all data will be viable.
- 39. QUESTION:** Does the record expire after a certain amount of time? Complete vs Incomplete?
- ANSWER:** Some documents expire at 2 years, some at 5 years, some at 7 years and some never.
- 40. QUESTION:** To efficiently utilize the space, when can the data be removed from the system?

ANSWER: Some documents are required for retention indefinitely. Will need to have the ability to archive ex employee files and retrieve as needed.

41. QUESTION: Is the GISD running Microsoft SharePoint and Office 365?

ANSWER: Yes

42. QUESTION: What other enterprise software is GISD running i.e. student records?

ANSWER: Skyward, True Logic North, Frontline



Don Friedel
Assistant Director of Purchasing

Company Name

Address

City State Zip

Signature

Title

**GARLAND INDEPENDENT SCHOOL DISTRICT
PRICING SHEET**

COMPANY NAME: _____

Pricing per Section 4.1-4.1.10

Item	Description: Pricing	Price (each)
Item 1	Electronic Records Storage and Retention System meeting the minimum requirements as outlined in Section 3 Proposal Form/Specification	\$
Item 2	System Startup/Implementation Fee	\$
Item 3	Onsite Training (If not included in Program Cost) Hourly Rate (Based on 14 hours Minimum)	\$
Item 4	Online Technical Support (If not included in Program Cost)	\$
Item 5	Fee pertaining to ongoing Annual/Maintenance and Software Upgrade	\$
Item 6	Fee per licensed user	\$
Item 7	Total	\$