

ADDENDA

RFP NO. 17-18/03

Peralta Community College District

September 11, 2017

RFP 17-18/03 District-Wide PeopleSoft Modernization Project

ADDENDUM No. 1

This addendum supersedes items of the original contract documents wherein it is inconsistent with it. All other conditions remain unchanged. The following changes, modifications, corrections, additions or clarifications shall apply to the contract documents and shall be made a part of and subject to all of the requirements thereof as if originally specified or shown. It is the responsibility of the bidder to review the list of attachments to ensure that the addendum is full and complete. This Addendum modifies the original RFP Documents for the above Proposal. **Acknowledge receipt of this addendum in the space provided on the Proposal. Failure to do so may subject Proposer to disqualification.**

Revisions:

1. The due date for the Proposals has been extended from September 15, 2017 at 1:00pm to **September 18, 2017 at 3:00pm.**
2. The Project Duration has been modified from 55 days. Our proposed timeline for all modules is **November 2017 – August/September 2018**

Questions:

PLEASE SEE ATTACHMENT ONE TO FIVE BELOW:

End of Addendum One

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#	Question	PCCD Response
1	The RFP states that PCCD is moving to a public cloud. Has Peralta Community College District (PCCD) already been working with a specific public cloud provider (e.g., AWS, Azure, Google Cloud)? If so, which one and does PCCD already have workloads with that provider?	We are planning to move to Azure Yes we do have workloads, right now it is Moodle
2	Can PCCD clarify its project scope for this RFP? (e.g., on premise upgrade, upgrade to host and go-live on a public cloud as part of the upgrade, full application upgrades versus technical upgrades only, etc.)	Scope includes: Upgrade on public cloud (Azure) Full application upgrade including technical upgrades
3	If the planned move to a public cloud is not part of the scope of the current RFP, is a separate RFP planned?	Moving to public cloud is part of the scope
4	Are there any specific schedule constraints or time-based factors driving PCCD's upgrade? Is PCCD open to alternative approaches (e.g., a "lift and shift" of its existing environments to the public cloud first followed by ongoing managed services and then the upgrade)?	No
5	Do PCCD staff already have skill sets and experience with public cloud infrastructure?	Not at this time
6	Does PCCD expect to engage a technical upgrader to perform the recommended Initial Pass, multiple test moves, and the final move to production?	This is part of the scope of this RFP
7	Please provide the database sizes for PCCD's current PeopleSoft CS, HCM, Financials and Portal production environments.	HCM / CS: 440 GB Fin: 42 GB Portal: 12 GB
8	Please clarify PCCD's expectations for the vendor to provide post go-live production support. Which skill sets (e.g., functional, technical, both) are expected for post go-live?	Both skill sets are expected for go-live production support
9	The RFP states the project duration is 55 days. Does this include the entire project including all stated scope and requirements including end-to-end upgrades and move to the public cloud? If the anticipated end date is July 2018 for the go-live then 55 days prior would be a May 2018 start for the project. Is this accurate?	This was an error October 2017 – August/September 2018

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#	Question	PCCD Response
10	10. Will PCCD consider extending the proposal due date by 2 weeks to September 29th to provide additional time for preparation of the response?	Not at this time.

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#	Question	PCCD Response
1	1. Would Peralta, given the short turn around, agree to receive electronic copies of the proposal instead of hard copies?	Yes we welcome electronic proposal submission
2	2. In reading the RFP, it seems to suggest that Peralta wants all PS modules updated and live by July 2018 – is that correct?	Our proposed timeline for all modules is November 2017 – August/September 2018
3	3. Under Section II Scope of Services, No. 3, is Peralta looking for options for a re-alignment or has Peralta already decided to re-align the organization into four colleges and the district office?	We are looking for options, suggestions and recommendations for a re-alignment
4	4. Is Peralta currently using PeopleSoft Payroll for Student Financials Refunding?	For refunding we use Accounts Payable
5	5. Can we get a report of Peralta's current customizations? We will want to know what we are dealing with as they want to reduce down to only 10% customization	<u>Customizations</u> Finance: 5% HR: <5% Campus: 30-40% (because of organizational structure and business process)
6	6. The RFP mentions moving your data to a cloud solution vs on premise. Will the cloud hosting vendor be selected prior to starting this project OR will selecting that vendor be part of this RFP scope?	Yes we have decided to move forward with Azure. The selected vendor should be able to support this cloud solution
7	7. There are multiple items listed as Optional. Are these optional based on us offering those services OR are they Optional in that we separate the pricing for those and they decide on whether or not to choose them?	You separate the pricing for those and we will decide on whether or not to choose them
8	8. With regards to communications does PCCD have a dedicated communications department that will be engaged or expected to help provide support in developing and implementing tactics (e.g. emails, websites, PowerPoint presentations, videos?)	Not at this time. We are looking for vendor to develop all materials however vendor will get input from Peralta in developing and implementation strategy
9	9. With regards to training, does PCCD have a dedicated training department that will be engaged or expected to help develop training materials (e.g. instructor guides, participant guides, user manuals, eLearning modules, job aids?)	Not at this time We are looking for vendor to develop all training materials and deliver train-the-trainer training. End user training is optional
10	10. Does PCCD work with any unions? If so, how many unions and what percentage of the workforce?	We have three unions: PFT, SEIU and Local 39 %

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1	Will the selected Vendor need to staff personnel onsite (at Peralta) for the duration of the project?	We need people onsite throughout the project when necessary
2	Is there a Page Count limit to the response?	No
3	On Service Outcome 4 , can you please expand on the requirement related to “User satisfaction with the development process average of 4.0 out of 5.0 as measured by a mutually agreed satisfaction measure. “ What is the user segment and what development process is being evaluated?	The user segment will be our end user population. The development process is the upgrade process (Business process development, Change management and training)
4	On Service Outcome 7 . Improved User Experience will result in student satisfaction with district administrative interfaces of at least 4.0 out of 5.0, Can you clarify what administrative interfaces are being targeted? Is it the self-service user interface for students?	Yes it is the self-service user interface for students. We want to measure the student satisfaction with the user interfaces for district administrative processes i.e. registering for classes, enrollment, etc.
5	Page 6 – Scope of Services Grid - Target Technical Environment: PeopleSoft PeopleTools Rel. 8.56 (We will begin upgrade with 8.55 and upgrade to 8.56 before go-live assuming 8.56 will be stabilized by then). Who will do the upgrade to 8.56 – vendor or Peralta?	Yes, we will begin upgrade with 8.55 and upgrade to 8.56 before go-live assuming 8.56 will be stabilized by then. Vendor will do the upgrade to 8.56
6	Page 9 – Insurance . Are the insurance certificates needed as part of the RFP response submission or only required for the winning vendor?	Insurance certificates submission is only required for the winning vendor
7	Page 11 – when using SLBE as a sub-contractor, 25% of total bid amount is required to get 4% bidding preference. Is this an all or nothing scoring, or is there tiered preference (e.g., 20% gets 3%, etc.)?	Check with Seraphine
8	Vendor ownership/workforce ethnicity form - What should the response be if the firm does not collect this data and/or this data is considered confidential from an HR perspective?	Check with Seraphine
9	Legal terms and conditions – When should exceptions to T&C’s be submitted – as part of the RFP response, or after notification of award to the winning vendor?	Check with Seraphine. Our preference will be that the 3 finalist will submit exceptions to T&C’s as part of their finalist presentation package

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#	Question	PCCD Response
1	Please describe Peralta's current end user PeopleSoft training program? Is training provided centrally by the IT department or is each campus responsible for training their own users?	We currently do not have end user PeopleSoft training program. However we are planning to develop a central training team during the course of this project
2	Does Peralta have a Learning Management System (LMS) from which eLearning courses can be deployed? If yes, what is the name of the LMS?	Our Learning Management System is Canvas
3	May a vendor respond to provide services for a specific portion of the RFP scope of work? For example, to provide change management and training services and deliverables only.	Yes a vendor may respond to provide services for a specific portion of the RFP
4	What change management activities have taken place to support the PeopleSoft 9.2 upgrade and business transformation initiative at the District level? At the campus level?	We have socialized this upgrade with our different Governance committees. We are looking for a plan that will include a targeted change management for different constituencies
5	Does Peralta have a Change Management/Training team at the project level identified? If so, how many resources are allocated and at what FTE?	We are looking for the vendor to staff this team for the project. Our long term plan includes acquiring resources to assume this role
6	What level of campus support (FTE allocation) will there be for change management and training?	This will be for us to define. This is a mission critical project and we have support from leadership from all of our colleges and they are waiting for us to tell them what we need.
7	Who will be responsible for ongoing updating or development of training materials post go-live?	If we have no resource available to do this we will look to the vendor for post go-live support. This additional request is outside the scope of this RFP
8	Do Peralta staff currently use mobile devices (tablets, smartphones, etc....) to access the current PeopleSoft system and perform transactions?	Yes. However the majority still use their desktops
9	What is the priority for enabling use of mobile devices to access and/or perform transactions in PS 9.2 system?	The priority use of mobile device will be for students to perform enrollment and registration of classes.
10	Must all work be performed onsite at the Peralta IT department location, or can some work be completed offsite (but onshore) at vendor offices?	Second priority will be to utilize mobile devices for procurement.
11	What software/development tool(s) does Peralta have licenses for that may be used to develop change management and training materials?	We are flexible and will accommodate a Hybrid experience. Vendor resources can be onsite as needed

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#	Question	PCCD Response
12	Aside from functional/department end users, which other Peralta constituencies or key stakeholder groups require business process or PeopleSoft transactional training?	UPK from Oracle.
13	Describe the Peralta training facilities are available to support instructor-led classroom training.	User Productivity Kit. Developer Client license.
14	What are the top 10 risks that Peralta identified that may impact the success of the project?	Our Faculty
15	What are the top 10 risks that Peralta identified that may impact the success of the project?	We are in the process of setting up a training room
16	Do the existing PeopleSoft system has all the modules implemented (NA Payroll, Portal, Finance, HCM and Campus solutions implemented)	
17	Are there any detailed documents on current customizations available	We do not have any documentation on current customizations
18	Do we need to upgrade all the existing PeopleSoft modules by specified date (Jul 2018)	Our proposed timeline to complete implementation of all modules is August/September 2018
19	Are the new implementations are limited to Benefits Administration, Time and Labor and Absence Management	Yes for the scope of this project
20	Target system is Application 9.2 and tools 8.56	Yes (if 8.56 is stabilized)
21	Is there any definitive time for Production support after go live	Refer to RFP
22	Are there any existing training material or to be prepared from base?	No we do not have any existing training materials
23	Do the staff need training material for all the existing modules as well as the new modules (BA, T&L, AM)	Yes
24	Do we need to deliver training for all the staff (1800) in person or any online training to be conducted at the same time?	We are open to online training
25	Do we need to create / develop new business processes or the upgrade is limited to the existing business processes in 9.0	We need to develop new business process as part of the upgrade where necessary to eliminate customizations and take advantage of new 9.2 functionality. The three optional business process items e.g. Time & Labor, Procurement, and Enrollment would require complete redesign of the existing process.

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#	Question	PCCD Response
26	Are there any 3 rd party integrations to be done apart from sign-on architecture, including Active Directory synchronization (as specified in the provided document)	No
27	Do PCCD has existing security architecture?	No
28	Are there any qualified PeopleSoft Functional support specialist in PCCD	Not at this time. We are in the process of hiring Fin/HR PeopleSoft Functional Analyst
29	Are there any known problems (functionality) that need to be considered	<p>Organizational structure issue</p> <ul style="list-style-type: none"> • Tree structure in HR and Finance not configured properly and cannot be used for security <p>Finance</p> <ul style="list-style-type: none"> • Requisition workflow cannot have three tier approval • Crystal reports runtime error due to old Tools version. Selected vendor needs to convert Crystal reports to XML Publisher. • Reversal Voucher <p>HR</p> <ul style="list-style-type: none"> • Customized Part-time faculty payroll process overpay and under payment • Benefit Program not mapped to GL properly and cannot allocate specifically per Employee type (academic, non-academic) <p>CS</p> <ul style="list-style-type: none"> • Cobol Transcript process. Slows down the system dramatically in the beginning of the term • Student Cancel payment process. • Search Match creates duplicated Emplid. • Instructor workload calculation • Classroom schedule, EventID conflicts
30	What is the estimated number of users for each of the module?	<p>Finance: 100 people</p> <p>HR: <10 people (but we want to move to self-service for all employees)</p> <p>CS: 200 People</p>
31	Any major business challenges in the existing system	Refer to question #28

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#	Question	PCCD Response
32	Are there any restrictions on sharing the data with offshore?	Yes we will accept support from offshore resources for this project. However, we need to review and approve vendor's data security plans
33	Are there any performance related challenges faced in existing processes and AUDIT reports	We do not have performance challenges
34	As mentioned in the RFP document, is it mandatory to complete the project within the stipulated time of 55 days?	Our proposed timeline for all modules is November 2017 – August/September 2018
35	When is the project scheduled to get started? Any tentative start date?	We are hoping October 30, 2017 or first week of November 2017
36	What is the estimated/available budget for the work outlined in this RFP Request?	N/A
37	What is the current team size at <i>client</i> 's location, which maintains the <i>client</i> 's IT environment?	We have and IT staff of 15 and 5 dedicated to PeopleSoft
38	Can some part of work be done remotely?	Yes. We need people onsite throughout the project when necessary
39	RE: 4.8.OPTIONAL: Provide business process re-engineering training for PCCD functional staff Question: Is PCCD leaning toward a specific process re-engineering methodology or approach?	We have a preference to use Lean as part of this process
41	<u>Question:</u> Does PCCD functional staff have prior experience in process re-engineering?	No formal training
42	RE: Evaluation Criteria: Item 2 – Propose project plan Question: Does the vendor's described methodology and approach contribute to this item criteria for evaluation, or is the criteria simply address project schedule, staff and assignments?	

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No.	Section	Vendor Question	PCCD Answer
1	General	In order to submit a quality response which suits the needs of the University, we humbly request a 2 week extension to the submission deadline. Kindly let us know if this can be accommodated.	
2	General	Please let us know if the respondent can execute part of the work outside the United States	Yes we will accept support from offshore resources for this project. However, we need to review and approve vendor's data security plans
3	5.1	Please comment about which new 9.2 Function and Features are on your "hot list" to implement e.g. Fluid page , Work center , PTF , Pivot , mobile approval ?	Hot List: Work Center, PTF, Pivot Nice to have: Fluid and Mobile approval

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No.	Section	Vendor Question	PCCD Answer
4	5.1	<p>Kindly provide the customization count for objects across the three suites in order to be able to make an assessment of the retro fitment effort</p> <p>Suite (FSCM, HCM, SA), Object Type , Customized Count, Custom Count</p> <p>FSCM Application Engine ?? ??</p> <p>FSCM PeopleCode ?? ??</p> <p>FSCM Component ?? ??</p> <p>FSCM Page ?? ??</p> <p>FSCM Record ?? ??</p> <p>FSCM Field ?? ??</p> <p>FSCM Query ?? ??</p> <p>FSCM Process Definition ?? ??</p> <p>Student Administration Application Engine ?? ??</p> <p>Student Administration PeopleCode ?? ??</p> <p>Student Administration Component ?? ??</p> <p>Student Administration Page ?? ??</p> <p>Student Administration Record ?? ??</p> <p>Student Administration Field ?? ??</p> <p>Student Administration Query ?? ??</p> <p>Student Administration Process Definition ?? ??</p> <p>HCM Application Engine ?? ??</p> <p>HCM PeopleCode ?? ??</p> <p>HCM Component ?? ??</p> <p>HCM Page ?? ??</p> <p>HCM Record ?? ??</p> <p>HCM Field ?? ??</p> <p>HCM Query ?? ??</p> <p>HCM Process Definition ?? ??</p>	
5	5.1	<p>Please provide the customization register for all the modules in scope of the upgrade. (Module/ Customization Functionality / Short Description). Are detailed documentations on customizations available? If available, pls. provide the PeopleSoft customized / custom objects details for the same. If possible, please provide count of customized objects by object type</p>	

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6	5.1	Please comment if the college is looking forward to a simple shifting of customizations to the upgraded instance or a more comprehensive re-engineering exercise to reduce customizations	We are looking for targeted re-engineering to reduce customizations
7	5.1	Related to your C-configurations, E-enhancements, M-codifications, L-localizations and I-integrations – CEMLI, please provide a complete detail list of CEMLI with a ranking of small, medium, or large with a brief description of modification and if it is a “bolt-on” (enhancement), modification or in the mainstream of PeopleSoft?	
8	5.3	Please confirm if all database instances are hosted in a server. If possible, can you please describe your network architecture for all three instances?	Yes all database instances are hosted on our server. We are using a standard PeopleSoft 3 tier architecture
9	5.4	Is data archival currently in place for the application ? If yes, please let us know which transactions are currently being archived. Please share the current production database size	No data archival is not currently in place Database size HCM/CS: 440 Gb Fin: 45 GB Portal: Student and Staff 11 GB
10	5.5	Are there any performance issues with the current system (e.g. Online/Batch)? Please elaborate. Is performance testing of online transactions in scope and if yes, have we identified the transactions and defined the benchmarks?	Performance testing (e.g. Online/Batch) is currently in the scope We have not identified the transaction and defined benchmarks at this time
11	6.1	We understand that the PTF (PeopleSoft Test Framework) is to be leveraged for regression testing, we would like to know the existing number of manual test scripts available with Will it be made available to the vendor for creating the PeopleSoft Test Framework scripts?	We currently do not have any manual test scripts. However in certain areas we have process work flow lists.
12	6.1	Please confirm if you intend to convert crystal reports & SQR's in use today to XML publisher. If yes, please state the count of crystal reports & SQR's to be converted.	Yes we do intend to convert existing crystal reports to XML Finance: 50 crystal reports CS: One crystal report
13	7.2	Please describe your population distribution (student, faculty, staff, etc.) ?	

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14	General	In case, we want to opt for optional requirements. Do we need to submit two price proposal?	Submit the price for optional requirements as separate line items within this RFP
15	Absence Management - Overall	What is the employee population in each college ?	Employee at each college is not relevant to implementing Absence Management We have 1800 active employees with 3 different unions
16	Absence Management - Overall	Is the same leave policy used for each college?	Leave policy is determined by Union Contract not by the college
17	Absence Management - Overall	Please comment on how many types of employees exist - as categorized by HR attributes such as employee type, full time, part time, employee class,etc. Is the leave policy same for different employee types?	We have eight different types of employees Part Time Faculty Full Time Faculty Part Time/Hourly Classified Staff with two unions Full Time Classified Staff with two unions Full Time Admin Staff
18	Entitlement: Leave Accrual	How many accrual (entitlement) based leave and non-accrual (non-entitlement) based leave?	All Part time are non accrual based All Full time are accrual based
19	Entitlement: Leave Accrual	What are the accrual frequency values for different types of absences? (Example: Vacation is annual whereas Earned Leave is Quarterly, etc.) e.g. whether absence process frequency is same as payroll processing frequency	This will be developed in requirements gathering
20	Entitlement: Leave Accrual	Is multiple jobs functionality exists? If Yes, How are leaves calculated incase of multiple jobs?	Multiple job functions exist. Calculation will be developed in requirements gathering
21	Absence Management : Self Service	What is the unit type when applying for leave- days/hours or Both?	This is an HR rule that will be confirmed during requirements gathering
22	Absence Management : Self Service	Is Employee Self Service and Manager Self Service part of implementation scope?	Yes, employee and manager Self Service is part of the scope for this project
23	Absence Management : Self Service	Please provide the number of approval levels. Also describe who are the first level approvers and second level approvers. Please mention the approver detail for each level.	This is an HR rule that will be confirmed during requirements gathering

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24	Absence Management : Self Service	Apart from Manager, can any other personnel submit absences on behalf-of employees, like Timekeepers?	This is an HR rule that will be confirmed during requirements gathering
25	Absence Reporting	How is the absence reporting done currently? Please list any reports generated out of the absence system?	Absence reporting is currently done with Excel. Reports will be listed during requirements gathering
26	Absence Reporting	What are the various work patterns (Shift Patterns) that exists against which absences are recorded? Please clarify. E.g. Monday thro Friday 8 to 5 pm; or Monday through Wednesday first shift and Thursday and Friday second shift, etc.	This is an HR rule that will be confirmed during requirements gathering
27	Interfaces - Absence Management	Is Absence system to be integrated with Time & Labor System?	We currently do not have an Absence and Time & Labor system. However both will be integrated when implemented
28	Interfaces - Absence Management	How is absence/leave data sent to payroll system/vendors? Please mention the current process and/or interfaces, if any.	Payroll is done internally using PeopleSoft
29	Time and Labor - General	What are the various policies governing your Time and Attendance system?	This is an HR rule that will be confirmed during requirements gathering
30	Time and Labor - General	How do you calculate the overtime limit for an employee?	This is an HR rule that will be confirmed during requirements gathering
31	Time and Labor - General	Do you have a compensatory time off plan in place for employees? Please describe the calculation of the same.	This is an HR rule that will be confirmed during requirements gathering
32	Time and Labor - Workgroups	How are workgroups formed in your organization? The workgroup will control what Time Reporting Codes are available to an employee through the timesheet view.	This is an HR rule that will be confirmed during requirements gathering
33	Time and Labor - Time Period	How do the employees report their time in your organization?(Daily, weekly, monthly, etc.)	Monthly
34	Time and Labor - Time Period	Please give the categories that do necessarily need to log the Time and Attendance Data and those that do not. (Example: Exempt/Salaried Employees do not need to log versus all non-exempt/Hourly do need to log time and attendance data, etc.)	This is an HR rule that will be confirmed during requirements gathering

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No.	Section	Vendor Question	PCCD Answer
35	Time and Labor - Time Period	Do all the Time-reporters submit timesheets with the same period length? (Example: All submit for each work-week? Or each fortnight?)	This is an HR rule that will be confirmed during requirements gathering
36	Time and Labor - Shifts	What type of time scheduling is done in your organization (Fixed, Rotation or Dynamic)?	This is an HR rule that will be confirmed during requirements gathering
37	Time and Labor - Shifts	Do you have employees working in Shifts? If yes, how are employees/time-reporters mapped to Shifts?	This is an HR rule that will be confirmed during requirements gathering
38	Time and Labor - Shifts	Do you allow employees to work in Flexible Shifts? If Yes Please describe in detail , any specific criteria/rules/procedures to follow to be eligible for this shift and the impact on compensation of that employee/payroll.	This is an HR rule that will be confirmed during requirements gathering
39	Time and Labor - Shifts	Do the shifts change for those shift employees in a well-defined manner? (For example: 9:00 AM to 5:00 during the first week and 9:00 PM to 5:00 AM for the second week and these alternate with each other.)	This is an HR rule that will be confirmed during requirements gathering
40	Time and Labor - Shifts	Do you maintain this schedule information in the system?	This is an HR rule that will be confirmed during requirements gathering
41	Time Reporting	What is the Time reporting method used in your organization?	We currently use paper form
42	Time Reporting	Do you have any Time Capture Mechanisms Example: Machine for Punch in and Punch out? Time Collection Devices, online using computer systems?	We currently use paper form
43	Time Reporting	Do you have Paper-based Time-Reporting for any select set(s) of time-reporters (Example: Shop-floor employees)	All Time-Reporting is paper based
44	Time Reporting	What type of information is captured on the time sheet? E.g. Name, Emp Id, Department, Project, Activity,etc.	This is an HR rule that will be confirmed during requirements gathering
45	Time Reporting	Are there different Timesheet formats reflecting differences in the time reporting requirements of different types of time-reporters?	This is an HR rule that will be confirmed during requirements gathering

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46	Time Reporting	In case of Time-Sheet entry, do you have different types of time-reporters? Example: those whose time reporting is punch based versus those whose time reporting is based on elapsed time?	This is an HR rule that will be confirmed during requirements gathering
47	Time Reporting	Does your current system support different types of time reporting?	No we currently do not have a reporting time system
48	Time Reporting	How do you handle the change to the time-reporting requirements for those who go on leave of absence?(e.g. Maternity Leave)	This is an HR rule that will be confirmed during requirements gathering
49	Time Reporting	Would there be any exceptions for time reporting? For e.g. "Presence at work", employee will be reported as on duty on timesheet to acknowledge the time worked during the cycle and no leave TRCs to report	This is an HR rule that will be confirmed during requirements gathering
50	Time Reporting	Would it be 100% of pay driven from approved time? Please comment on the possibility of employee not paid for the time worked unless the payable time is approved by the approvers.	This is an HR rule that will be confirmed during requirements gathering
51	Time Reporting	who is responsible for calculating payable time in the current time and attendance system? Is it manager who calculates the payable time using any automated process?	This is an HR rule that will be confirmed during requirements gathering
52	Time Reporting	In case of any change in Employee status resulting in changes to the time-reporting transactions, how do you identify and effect such changes? (e.g. An employee is transferred from one department to another resulting him to become a salaried employee from hourly)	This is an HR rule that will be confirmed during requirements gathering
53	Time and Labor - Approval Framework	What type of time transactions would require approvals? E.g. Overtime, payable time, absence, On-duty, working on a holiday/non-working day etc.	This is an HR rule that will be confirmed during requirements gathering
54	Time and Labor - Approval Framework	Do you have an Exception approval system? If Yes, What transactions would require an Exception approval?	This is an HR rule that will be confirmed during requirements gathering
55	Time and Labor - Approval Framework	Who are the approvers for the different time transactions(which need approval)?	This is an HR rule that will be confirmed during requirements gathering

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No.	Section	Vendor Question	PCCD Answer
56	Time and Labor - Approval Framework	Do you have any specific escalation process to handle the situation when the time reporter's timesheets are not approved by the approver in time? Please explain.	This is an HR rule that will be confirmed during requirements gathering
57	Time and Labor - Approval Framework	Do you have any specific process whereby the unapproved timesheets of the time-reporters are approved automatically by some kind of a mass approval process?	This is an HR rule that will be confirmed during requirements gathering
58	Time and Labor - Holiday Calendar	In PCCD's current Time & Attendance system, do you define & maintain various Holiday Calendars?	Yes
59	Time and Labor - Holiday Calendar	Does the data from holiday calendars feed into the timesheets? Explain the complete process and its implications on Payroll.	Yes and it is a manual process
60	Time and Labor - Self Service	What type of data/information can be accessed and modified by the employees and manager?(e.g. Attendance data, Overtime Data etc.)	None
61	Time and Labor - Self Service	Please let us know which type of data access would require an employee to seek approval from his/her manager?	This is an HR rule that will be confirmed during requirements gathering
62	Time and Labor - Integration	Does the existing Time Capture Mechanism/Machines have integration with Time and Attendance system A) If Yes what type of data/information flows between them. Please describe in detail B) What is the format of this data	N/A
63	Time and Labor - Integration	Does the existing Leave System have integration with Time and Attendance system A) If Yes what type of data/information flows between them. Please describe in detail B) What is the format of this data	N/A
64	Time and Labor - Integration	Does the existing Time and Attendance system have integration with the Payroll system? A) If Yes what kind of data goes from Time and Attendance to Payroll or vice versa B) What is the format of this data	N/A

Peralta Community College District

PeopleSoft Modernization Request for Proposals Addendum

No.	Section	Vendor Question	PCCD Answer
65	Time and Labor - Data Conversion	Is there a need to convert data from other time & attendance legacy system to PeopleSoft time & labor system?	N/A
66	Time and Labor - Reporting	What are the various reports your system currently provides that help you in your Time and Attendance Administration?	N/A
67	Time and Labor - Reporting	Please describe the reporting needs and the frequency of their requirement	This is an HR rule that will be confirmed during requirements gathering