Internal Staff Augmentation for Workday Implementation Vermont State Colleges System

RFP Questions and Responses 04-01-2025

1. If there is nothing to redact for this RFP, does that mean we only need to submit three separate documents?
   > Correct.
2. Also, you mention the naming convention on page 1. Could you clarify whether you want us to include the name of the company, the word 'RFP,' the title of the RFP, and then the rest of the name you listed for the title?
   > Either approach is fine. You could include "Internal Staff Augmentation" or just use "RFP." We only have one RFP open at the moment in my area.

3. When are you intending for this project to kick off?
   Our official kick-off happens in mid-April, but the core of the work begins in May. We may be able to work through the timing for the right individuals if they have delayed availability, but this would be on a case by case basis.

4. What is your Go-Live date and timelines? The Workday Platform go-live will be mid-2026, and the Student phase will kick off later this calendar year and run through Fall 2028.

5. Have you selected an implementation Partner? Workday is our implementation partner.

6. Which SKU's will you be implementing across: Final list is TBD and we are not providing this level of detail at this point
   1. HCM
   2. Financials

7. Are you intending to Go Live with all modules at the same time? HCM and Fin will be first, and Student second
8. Which systems do you use currently? Colleague for Fin and Student, and UKG for HCM.

9. How many team members are in the Workday Core Team currently? Still finalizing team, but it is a large number.

10. How much Workday experience does the Workday Core Team have? We are new to Workday

11. It's not mentioned, but would you need any of the roles to have experience of your prior system? Not required but desired.

12. For the Business Analyst position, it mentioned the anticipated work will be 48 weeks a year, with the hours being between 40-60 per week. Will this remain the same through the full four-year term? Yes.

13. Will the weeks and hours be similar for the other two positions? Yes for the PD. The HR-related role would likely be full-time through phase 1, but may not continue through the Student implementation.

14. Are you intending to hire the Director before the other roles? We are hiring all of the named roles as soon as possible.

15. It states occasional travel will be required, can you confirm approximately how often this will be across the year? Expecting 3-4 times per year.

16. What would be the number of awards you intend to give(approximate number)?

VSC reserves the right to award one , multiple, or none, depending on the quality and fit of the responses.

17. What are the estimated funds that are estimated to be allocated for this contract?

The funds spent for staff augmentation will depend on the number of positions being filled and the level of those positions. We cannot answer that at this time.

18. What is the tentative start date of this engagement?

This engagement may start almost immediately, although there may be some flexibility to ensure we can find the right people for the intended roles.

19. What is the work location of the proposed candidates?

The key positions identified are all positions that are primarily remote, but some travel will be required 3-4 times per year.

20. Please provide the evaluation criteria for evaluating the bids for this RFP.

Language from the RFP:

EVALUATION CRITERIA

Proposals submitted for this RFP will be evaluated based on key criteria: resource quality, bidder's ability to perform the work, proposal price, and organizational track

record with references. The VSC is willing to accept partial responses if vendors have some but not all of the resources requested. As noted above, the VSC reserves the right to award all, some, or none of the work described herein to one or more responding vendors at its sole discretion.

As part of the evaluation process, selected vendors will be invited to present their proposals to the VSC team. This will provide an opportunity for the VSC team to ask any questions. The VSC reserves the right to interview each of the resources being proposed before selection.

21. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

This is a new solicitation, and it is specific to the Workday implementation.

22. Are there any pain points or issues with the current vendor(s)?

N/A. See above.

23. Could you please share the previous spending on this contract, if any?

N/A. See above.

24. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

All requirements are included in the RFP.

25. How many positions were used in the previous contract (approximate)?

N/A. See above.

26. How many positions will be required per year or throughout the contract term?

The RFP names certain positions. Beyond those, the number of individuals needed will be determined as needed during the implementation.

27. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

We will evaluate responses based on the specific resources provided. The expectation is that the resources named are available now or will be soon.

28. Can we provide hourly rate ranges in the price proposal?

For the named positions, we are looking for a full-time contracting amount. For the ad hoc functional and implementation support resources, you may provide an hourly cost.

29. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

From the RFP:

Hours and Location of Work

This work may be performed on any of the Vermont State Colleges System centers or campuses or remotely at the discretion of the VSC. Occasional travel within Vermont or other locations will be required.

30. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

For the named positions, we are looking for resumes of resources who are available now to be deployed to this project. For the ad hoc section, you can provide examples of resources.

31. Could you please provide the list of holidays?

Holidays for the fiscal year starting in July have not yet been published. Only employees are eligible for paid holidays or vacation.

32. Are there any mandated Paid Time Off, Vacation, etc.?

Holidays for the fiscal year starting in July have not yet been published. Only employees are eligible for paid holidays or vacation.

33. Have you considered – a Project Manager for HCM/FM and then one for Student? Most Student PM's focus or have specific hands-on Student module experience.
We have multiple PMs on staff and will be assigning them by module and functional area.

34. Reporting – specific reporting tools needed – Prism, BIRT etc.
We are expecting to use Prism.

35. Please provide implementation timeframe & sequence of components being installed.
We are planning to launch HCM/FM in June 2026 and Student beginning Fall 2027 and completing rollout in Fall 2028.

36. What modules are going live in phase 1,2 and 3?
Phase 1: HCM/Fin
Phase 2: Student

37. Who is your Implementation Partner?
Workday

38. What are the legacy platforms in-use for the three universities?
All our institutions use Colleague (Ellucian) for Finance and Student and UKG for HCM.

39. Is there a limit to how many candidates we should propose?
There is no limit official limit. However, we are looking for quality of response not volume.

40. How often do you expect or would you ideally like a candidate to have present in the Vermont State offices? I would just like to share the appropriate expectations with candidates there.

The vast majority of the work can be done remotely, but I would expect 3-4 trips per year of less than a week.

41. A question around the Ad-Hoc support positions and if the team wanted anything specific for us to share in regards to those roles?

Please provide example resumes, if possible, for the specific expertise requested and include in your organizational summary if you have supplied people in these specific areas before.

42. Will you accept an anonymized bio in place of a resume?

Yes, we will accept an anonymized bio as long as it provides adequate substance to evaluate levels of experience and expertise that is applicable to the project.

43. When do you plan to award the contract?

    We are planning to make selections before the end of April.

44. Can two resources share the Business and Process Analyst role responsibilities?

    This would be acceptable if there was a commitment to adequate coordination.

45. Is the RFP Review Committee open to considering non-Workday ERP implementation experiences and references?

    Yes, as long as the experience and references are of a similar scope and complexity to the anticipated assignment.