



**COBB COUNTY
PURCHASING DEPARTMENT**

122 Waddell Street NE
Marietta, Georgia 30060
phone: 770-528-8400 • fax: 770-528-8428

ADDENDUM NO. 1

**Sealed Proposal # 24-6833
Request for Proposals
Human Resource Information Systems and Related Products and Services
Cobb County Procurement Services Department**

Date: July 18, 2024

Page 1 of 10

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

This Addendum consists of:

- **Minutes, Questions and Clarifications from Pre-Proposal Meeting on July 10, 2024**
- **Sign-In Sheet(s) from Pre-Proposal Meeting**
- **Questions Submitted in Writing**

Receipt of addendum MUST be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to proposal submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Company Name

Date

Signature

Print Name

All proposals must be received before 12:00 (noon) by the Proposal Close date. Proposals shall be delivered to Cobb County Procurement Services Department, 122 Waddell Street, Marietta, GA 30060.

ADDENDUM NO. 1

**Sealed Proposal # 24-6833
Request for Proposals
Human Resource Information Systems and Related Products and Services
Cobb County Procurement Services Department**

Date: July 18, 2024

A. Pre- Proposal Meeting – 2:00 PM, July 10, 2024 (Virtual)

1. Proposal Submission Procedures

- **Proposals are due August 8, 2024 before 12:00 PM, noon**, at the Cobb County Procurement Services Department, 122 Waddell Street NE, Marietta, GA 30060. *For GPS directions, please use the following address: 121 Haynes Street, Marietta, GA 30060.*
- Late proposals will not be accepted.
- Proposals will be opened at 2:00 PM on the same day at the Cobb County Procurement Services Department, 122 Waddell Street NE, Marietta, GA 30060.
- The proposal opening may also be watched on Cobb County’s government access channel TV23 or the website (www.cobbcounty.org).
- A Georgia Security & Immigration Act Affidavit (Exhibit A) must be included with the proposal. It must be signed and notarized; it must include the E-Verify number to be deemed as completed; if it is not included the proposal will be deemed non-responsive.
- Mark all packages with the company name and proposal number. Use the label in the proposal package.
- If addenda are issued, receipt of each addendum **MUST** be acknowledged in the submitted proposal. It is the Proposer’s ultimate responsibility to ensure that they have all applicable addenda prior to proposal submittal. The acknowledgement form issued with each addendum must be signed, dated, and included with your submitted proposal. Failure to acknowledge addenda may result in the proposal being deemed nonresponsive. Addenda can be located at www.cobbcounty.org/procurement-services.
- **One (1) original, one (1) copy and five (5) flash drives**, each containing an identical electronic copy, of the proposal, must be submitted. Mark the box with the original copy with number 1.
- All questions must be submitted to Cobb County Procurement Services Department by **July 17, 2024 at 5:00 PM**. Questions may be faxed to (770) 528 –8428 or emailed to procurementservices@cobbcounty.org. Please reference the proposal number and proposal title on all questions.
- See the attached sign in sheet from the Pre-Proposal conference.

2. General Notes Presented During Pre-Proposal Meeting

- The intent of this RFP is to provide Participating Public Agencies with a full range of solutions to meet their human resource information system (HRIS) or human capital management (HCM) needs.
- Cobb County, GA has partnered with OMNIA Partners, Public Sector to award a contract from this solicitation and make it available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities and agencies for the public benefit.

- An overview of OMNIA Partners Public Sector and its divisions, including contracting, marketing, account management and partner development, that assist suppliers and agencies with contracts was provided.
- Reviewed Attachment A – OMNIA Partners Requirements and what must be submitted with the response:
 - The following must be submitted: Exhibits A, F, G
 - Review Exhibit B with your legal department and provide any redlines with response.
 - The following are examples/informational in nature: Exhibits B, C, D, E, H
 - While some of the exhibits are examples, any exceptions to any exhibit or any terms and conditions shall be submitted with the response.
 - For Exhibit E, proposers shall submit a sample of their reporting template if already in use with a contract.
 - For Exhibit G, complete even if no business is conducted in New Jersey (for future use, if necessary) but note “No Business Conducted in New Jersey” on the top of the first page.
- Include any exceptions to Cobb County’s sample contract or terms & conditions in your proposal response.

3. Questions Asked During Pre-Proposal Meeting (questions may be paraphrased for brevity)

Question: How do agencies get word about this contract once awarded?

Answer: The OMNIA Partners marketing team works with the supplier’s marketing team on all aspects of marketing including email, social media, etc. OMNIA Partners also has a partner development team that works with the supplier’s management team and sales team on training and strategy on the contract. OMNIA also has an inside sales team that works to market the contract along with OMNIA’s regional managers that market the contracts to agencies around the country.

Question: Are there any functional requirements? Is there a functional requirements document?

Answer: No. The County is looking to offer a broad selection of products and services contained in this RFP, under this OMNIA contract.

Question: If there are, can we get an extension?

Answer: No extension will be granted at this time.

Question: When will questions be answered after the July 17th deadline?

Answer: Questions will be answered as soon as possible. The County anticipates having the last addendum issued no later than July 25, 2024.

Question: Is the County intending to utilize the chosen system(s)?

Answer: With the potential for a multiple award for this contract, the County may elect to use one or several of the systems selected.

Question: Will those suppliers that respond and meet the requirements be awarded a contract?

Answer: This is not a pass/fail. The responses will be evaluated and ranked by a committee with the committee deciding if there will be a single award or if this will be a multiple award contract.

Question: Is implementation, setup, etc. included?

Answer: Yes. The intent is to award a contract that includes all systems and services up to and including maintenance and support.

Question: Is there a specific price sheet?

Answer: No. Proposers may include their own pricing sheet and structure, which can include percentage discounts, discounted pricing or both. Proposers may also include a tiered structure if applicable. If pricing is a lengthy Excel spreadsheet or is included as a link to a website page, proposers may include on the flash drive only as long as it is noted in the physical copies of the response.

Question: What agencies use these contracts? What size? Is there a list?

Answer: OMNIA contracts are utilized by agencies large and small. The agencies can include city, county, state, K-12, higher education and non-profits.

Question: If we currently hold an OMNIA contract, do we have to respond to this solicitation?

Answer: Responding to this solicitation is a business decision that each proposer needs to make.

Question: Can you explain more about not allowing responses for an HRIS that is part of an RFP?

Answer: The County is not interested in contracting for an ERP system that contains an HRIS system as part of it. If a proposer offers an HRIS system that is a standalone module from an ERP, and does not need the ERP to function alongside it, a response is welcome.

Question: What does the County currently use?

Answer: The County currently uses:

- UKG (formerly Kronos) for Timekeeping
- CGI Advantage Financial for Payroll & Employee Data
- NeoGov for Applicant Tracking
- SumTotal for Performance Management and Learning Management

Question: Could we get a list of current HRIS and HCM systems (based on pg. 2-3 of functional requirements) the County could possibly consider replacing?

Answer: See above.

Question: We only do applicant tracking and onboarding. Are you looking for something like that for the contract?

Answer: The County is looking to offer a broad selection of products and services under this OMNIA contract, so you are welcome to submit a proposal for evaluation.

Question: We focus on change management. Is there an opportunity for to provide pricing or a service matrix?

Answer: The County is looking to offer a broad selection of products and services under this OMNIA contract, so you are welcome to submit a proposal for evaluation. You are also encouraged to look at teaming opportunities with other interested suppliers.

B. Questions Submitted in Writing:

Question: What is the total budget allocated for this project?

Answer: There is no allocated budget for this project. Cobb County anticipates spending \$1.5 million over the full term of the contract while the national opportunity is anticipated to be \$200M annually.

Question: Can work shared between onshore and offshore team, onshore being customer facing consultants and technical work can be accomplished by offshore?

Answer: Yes, as long as the requirements of the RFP are met as well as the Georgia Immigration and Compliance Act (E-Verify).

Question: Are there any specific integrations required with existing County systems? If so, which ones?

Answer: The system is required to integrate with the payroll processing system to bring over hours. There will also need to be an integration with the HR ERP system (CGI Advantage Financial) which tracks employees. Specific employee information is imported into the timekeeping system on a daily basis. This includes new employees and updated job location information. Include a list of compatible integrations that work with the proposed solution as part of the response.

Question: What is the expected timeline for implementation and go-live?

Answer: Implementation for each participating agency will depend on the agency and the negotiated timeline. This solicitation is not for a single implementation but for a national program which participating agencies can piggyback off for solutions.

Question: How many users (HR staff, managers, employees) are expected to use each module of the system?

Answer: The user count could vary for each participating agency. Cobb County currently has approximately 5,500 employees.

Question: What are the expectations for ongoing support and maintenance after implementation?

Answer: Ongoing maintenance is a requirement for any proposed system. Proposer shall also provide releases which shall include functionality upgrades and any necessary security updates.

Question: Can you provide more details on the current system being used for HR management, timekeeping and payroll? This will help understand the scope of data migration needed.

Answer: Participating agencies will have different systems in place. For the County, the current system allows for employees to track time and leave. Accruals are not calculated in the system but are brought over from the HR ERP system (CGI Advantage Financial). Our current system tracks different types of leave along with various types of time such as salaried, hourly, and other shift types for Public Safety.

Question: Will the County consider an extension on the due date for proposals in response to RFP: #24-6833 Human Resource Information Systems and Related Products and Services?

Answer: No extension will be granted at this time.

Question: Please confirm required action for the following items:

- The following need Response:
 - Proposal Submittal Form
 - Subcontractor Affidavit & Agreement (Cobb County Exhibit A-1)
 - Immigration Compliance Certification (Cobb County Exhibit A-2)
 - Omnia Exhibit A – Response for National Cooperative Contract
 - Omnia Exhibit F – Federal Funds Certifications
 - Omnia Exhibit G – New Jersey Business Compliance
 - Documents 1-10 Require Completion?
- The following require Legal Review/redline for submittal:
 - Contractor Affidavit & Agreement (Cobb County Exhibit A)
 - Omnia Exhibit B – Administration Agreement, Example
- The following have no action and are for example only:
 - Omnia Exhibit C – Master Intergovernmental Cooperative Purchasing Agreement, Example

- Omnia Exhibit D – Principal Procurement Agency Certificate, Example
- Omnia Exhibit E – Contract Sales Reporting Template
- Omnia Exhibit H – Advertising Compliance Requirement
 - Exhibits 1-12 Do not require Completion?

Answer: Correct, except for the following:

- The Subcontractor Affidavit & Agreement (Cobb County Exhibit A-1) and Immigration Compliance Certification (Cobb County Exhibit A-2) do not need to be submitted with the response; they are only required prior to contract execution.
- Contractor Affidavit & Agreement (Cobb County Exhibit A) must be submitted with the response.
- The Proposal Contents Section (Section 5) needs a response as well.

Question: Regarding Section 6 Evaluation in the RFP page 8 (pdf page 13) Are there specific evaluation points associated with A Relevant Experience, B Product, D Price, and E the Omnia Response?

Answer: The County does not disclose the points associated with each criterion.

Question: Also in Section 6 Evaluation in the RFP page 8 (pdf page 13) C Financial Stability: Should the last line read “Proposers who receive a score of 2 points or less will (NOT) be considered for award” was this a typo?

Answer: Yes, this was a typo. The sentence should read: “Proposers who receive a score of 2 points or less will not be considered for award.”

Question: Do we need to submit responses for the everything In Exhibit A? If so, are you looking for a detailed 90-day plan with our response as it states in section 3.3 Marketing and Sales.

Answer: Yes, where a response is required including the detailed 90-day plan.

Question: Could you provide a list of which forms must be completed with our response, and what the expectations are in the event we have exceptions?

Answer: See above (in notes from pre-proposal meeting and previous answers).

Question: Given that this is an RFP to establish a national purchasing contract, can you clarify that the Cobb County terms will not be included in the final contract as these would not be applicable to other Public Agencies?

Answer: The resulting Cobb County contract is the Master Agreement and is the national cooperative contract. All terms and conditions in the contract will apply to the national program unless specified as being specific to Cobb County. Exhibit C of the Master Agreement only applies to purchases made by Cobb County.

Question: With Respect to Exhibit A: Response for National Cooperative Contract, Section 3.3(N), can you please clarify whether Supplier is expected to review all solicitations it responds to in order to determine whether any prospect is an eligible Public Agency or whether these requirements apply only when the entity running the solicitation makes Supplier aware that it is an eligible Public Agency?

Answer: Supplier should review the options listed in 3.3(N) and respond to the options listed, detailing how they would respond to an agency using the listed options.

Question: With respect to Exhibit F (Federal Funds Certification), we do not anticipate any agreement under a resultant contract being considered a “subcontractor” or a “sub-recipient” relationship (as those terms are defined for the purposes of federal contracts/grants).

Can you please confirm:

- a. Is initialing these sections mandatory for a response to be considered responsive despite not applying to this arrangement? We note that the prior contract does not have these terms included therein.

1. If initialing those sections is mandatory, that it is possible to clarify in our response that those terms do not apply to the types of contracts into which we will be entering?
2. If initialing those sections is mandatory, that it is possible to clarify that certain sections do not apply as (for example) there will be no assignment of inventions or construction under this contract? "

Answer: Proposer shall provide redlines and exceptions to any terms and conditions they feel are not applicable.

Question: If during the term of this Agreement, the awardee develops or acquires products or services not detailed in the proposal but are within scope, can the awardee introduce this offering to the County with any additional pricings, terms, support agreements, service level agreements, third party terms, etc.?

Answer: As stated in the RFP, "New equipment, products and services may be added throughout the contract term by submitting additions for consideration by the County. If approved, all additions shall be treated as if contained herein."

Question: Per Exhibit C.C the order of precedence only references two documents by name and refers to "any other applicable documents." Would the County please clarify the anticipated, full order of precedence?

Answer: The County is unable to clarify as all other applicable documents are not known at this time. Order of precedence will be discussed and agreed to with the selected Proposer during contract negotiations.

Question: Exhibit C appears to be the standard Terms and Conditions when a vendor is engaged only with Cobb County, not for a national cooperative program. How does an interested vendor interpret what is required in Exhibit C vs. what terms are applicable to the national cooperative? Examples include II. Scope of Work, III. Compensation/Consideration, and IV. Term of Agreement.

Answer: The resulting Cobb County contract is the Master Agreement and is the national cooperative contract. All terms and conditions in the contract will apply to the national program unless specified as being specific to Cobb County. Exhibit C of the Master Agreement only applies to purchases made by Cobb County.

PRE- PROPOSAL CONFERENCE

Sealed Proposal # 24-6833
Human Resource Information Systems and Related Products and Services
Cobb County Procurement Services Department
July 10, 2024

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
Stephanie Brice	Cobb County Procurement Services	770-528-8400	procurementservices@cobbcounty.org
Tomek Kruszec	OMNIA Partners	615-431-1861	tomek.kruszec@omniapartners.com
Jim Ollerton	Inovium, LLC	951-663-2107	jim.ollerton@inovium.com
Mike Barnes	Alight Solutions	406-249-4031	mike.barnes.2@alight.com
Mark Munie	Avaap	314-517-5624	mark.munie@avaap.com
Ken Hayner	Cognizant	207-650-3020	khayner@collaborativesolutions.com
Cortney McCray	NeoGov	310-426-6304	cmccray@neogov.net
Keith Martin Brian Carter	Dayforce	678-848-1646	keith.martin@dayforce.com

*Please note that contact information provided to a government agency may be subject to public release as required by Georgia's open records law.

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PRE- PROPOSAL CONFERENCE

Sealed Proposal # 24-6833
Human Resource Information Systems and Related Products and Services
Cobb County Procurement Services Department
July 10, 2024

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
Bill Gaskill	Workday	202-257-0232	bill.gaskill@workday.com
Brian Coopman Sean O'Donnell	UKG	954-395-0654	brian.coopman@ukg.com sean.odonnell@ukg.com
Anthony Kitchens Michael Brown	ARK Global Partners LLC	404-236-9285 x110	tony@arkglobalpartners.com
Jessica Krattiger	CherryRoad Technologies	262-370-2929	jkattiger@cherryroad.com
Tayiba Garcia	Infor Public Sector	404-931-8465	tayiba.garcia@infor.com
Nicole Blakely	The Joseph Group Advisory Services		info@tjgconsultants.com
Sanjay Rane	Humano Tech Inc	770-955-9285	sanjay.rane@humano.tech
John Guzak	KeldairHR	570-880-0219	john.guzak@keldairhr.com

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Cobb County Procurement Services Department
July 10, 2024**

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
Dhivya Balasundram Divya Chekuri	Monad Solutions, Inc.		dhivya.balasundram@monadsolutions.com dhivya.chekuri@monadsolutions.com

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