

Vendor questions and Shelby County Government responses.
The deadline for submitting questions was March 4, 2013.

Request for Proposal

Shelby County Government

Purchasing Department

160 N. Main, Suite 550
Memphis, TN 38103

Issued: February 20, 2013

Due: March 13, 2013 no later than 4:00 P.M. (Central Standard Time)

RFP #13-002-45

Performance Management System (Shelby County Office of CAO)

Questions and Responses

1.

SECTION I. Introduction (RFP Page 4), SECTION VII General Requirements (RFP Page 10) and Matrix Requirements Document (Reqs 34 and 40):

- 1) In the Introduction, and in the General Requirements Background section the RFP describes the County's Pay for Performance measures as key objectives for the software. This seems to indicate a need for a Compensation Management module as part of the solution. Additionally, in the Matrix requirements 34 (Interface with Compensation System - GEMS payroll system (Importing and Exporting)) and 40 (Support merit & incentive compensation programs) are listed. Is the County looking for proposers to interface to GEMS only, or alternatively, for proposers to include a Compensation Management module in their response, or as an optional module for later implementation?

First question: We are not planning to implement Pay for Performance until the automated system is working (likely a couple of years). We would like to have the option later. The interface with GEMS is to import employee data, i.e. name, number, position.

2.

SECTION I. Introduction (RFP Page 4) and Matrix Requirements Document (Technical Reqs):

- 2) The Introduction specifies that the County would like to consider both vendor-hosted and on-premise solutions. The Technical portions of the requirements matrix attachment include many items that are relevant for on-premise options only, and would not be applicable for hosted, Software as a Service (SaaS) offerings. May SaaS vendors answer

'N/A' to those questions that are irrelevant for that delivery model without losing points in the evaluation process?

Second question answer: Yes, they may.

3.

How many users would need access to the system (each user completing an evaluation would need access as well as administrators and managers)?

Third question answer: The County would need access for 800 managers and 200 administrators.

4.

I am writing to request an extension of the deadline for the above referenced RFP. In order to submit a complete response to the RFP, we are requesting an additional 2 weeks- making the deadline March 27th.

Would the County consider extending the due date for two additional weeks in order to ensure that proposals submitted are the most complete and accurate possible, and to improve its chances of receiving a fair representation of competitive offerings?

Fourth question answer: In response to your request all proposals must be received no later than March 13, 2013 @ 4:00 p.m. (CST). Facsimile or e-mailed proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and considered. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstance, will this deadline be extended.