

PROJECT: Enterprise Resource Planning Human Resource Information System, System Integrator and Software Vendor Services (the "RFP")  
 DATE: September 9, 2016  
 RFP Addendum No.: 2  
 Number of Pages: 2

---

This addendum hereby makes the following revisions and/or clarifications to the RFP:

**Clarifications: Vendor Q&A**

Question	Response
1. "• Of the 250 employees, how many are expected to have a user role of any kind in the system? o Number of Finance users o Number of HR users o Number of other potential users o Number of users who will need reports only	<ul style="list-style-type: none"> <li>• Number of Finance users: Approximately 5</li> <li>• Number of HR users: Approximately 5</li> <li>• Number of other potential users: All staff will use the system for timekeeping purposes</li> <li>• Number of users who will need reports only: 5-10</li> </ul>
2. Regarding the 300 ABRA records: what is the size of the data, and is all data available in a flat file or common readable format?  Regarding the 600 Filemaker Pro records: what is the size of the data, and is all data available in a flat file or common readable format	The ABRA data size is 252MB. Can be exported to CSV or ASCII  The size of the Filemaker Pro database is 64MB. Yes, the data is available in a flat file if needed (csv or excel file) except the photos.
3. How many actions (of any kind) are initiated in the current systems daily? Are any other volume / transaction metrics available?	In addition to daily timekeeping activities by staff, HR makes regular system queries and reviews reports, typically to confirm employee information as needed. Payroll is a biweekly coordinated effort between Finance and HR.
4. Are there specific expectations for user training? Is "train the trainer" acceptable?	Please reference Appendix A – System Implementation Services of the RFP.
5. What is BPCA's expected date of completion for this project, and what is driving that timeline?	The timeline will depend on the scope and tasks of the winning bidder.
6. Whether companies from Outside USA can apply for this? (like, from India or Canada)	Yes.
7. Whether we need to come over there for meetings?	Finalists will be expected to be present for onsite interviews and presentations as part of the evaluation process.
8. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Yes.

