AMENDMENT # 1

DATE: August 13, 2014

TO: All Bidders of Record

FROM: Gil Rivera, Buyer

SUBJECT: Amendment #1 to P-367, “Talent Management System”

This amendment becomes part of the Contract Documents and modifies the original bidding documents as noted below:

**Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E: Signature of Firm’s Authorized Representative.**

1. **CLARIFICATION:** The RFP due date has been extended two (2) weeks. Responses are now due at the CNM Purchasing Department on or before 3:00 PM MDT, September 1, 2014.

2. **CLARIFICATION:** The due date and time for questions has been extended. Questions on this RFP will be accepted on or before 11:00 AM MDT, August 20, 2014.

3. **QUESTION:** We don't have a Learning Management Module. We do have all the other modules. We integrate with existing LMS's. Is this something that is a deal killer or are you willing to accept responses from vendors that are missing a component?

   **ANSWER:** The Learning Management System (LMS) is a mandatory requirement and must be included as part of the Offeror’s solution. Offers received without the LMS will be deemed non-responsive. Non-responsive offers may not be considered for award.

4. **QUESTION:** What is the total number of employees you currently employee?

   **ANSWER:** Approximately 2,500 including faculty, staff, and student employees.

5. **QUESTION:** Is it the desire to use the RFP to screen for the first round, or will a 20-30 minute introduction and brief discussion be possible before completion of the document (so we can better understand what exactly you are looking for, your business case, and possible needs outside of the document)?
ANSWER: CNM may, at CNM’s sole discretion, shortlist respondents based on the written response to the RFP and request Product Demonstrations from the shortlisted group. No, a 20-30 minute introduction with various vendors is not permitted at this time.

6. QUESTION: In the LMS section, there are references to Sexual Harassment and Defensive Driving. Does CNM desire to have Off-the-Shelf content to be packaged with the LMS?

ANSWER: CNM currently uses Off-the-Shelf Sexual Harassment and Defensive Driving courses. For Unlawful Harassment Prevention we use training provided by Workplace Answers. Defensive Driving training is provided by the National Safety Council through Safety Serve vendor. Offerors may recommend Optional COTS courses, describe how these courses are integrated in the System, and include the pricing for these as options in their response to Section 3.3.4.

7. QUESTION: Will a solution for which the Global Data Hosting Facilities are located in Canada rather than the U.S. (but still in North America) be deemed acceptable?

ANSWER: No. All data shall be hosted in the United States of America.

8. QUESTION: Many sections (most are “Desirable” but some are Mandatory, etc.) are “blacked out” and cannot be responded to. See below for an example. What is the significance of this, should we not respond but would you be able to clarify??

ANSWER: CNM will use the Mandatory Compliance Matrix table together with the other required forms (Section E, Section F, etc.) to quickly identify which offers can be considered for award. Failure to provide full compliance on Mandatory requirements will render the offer as being non-responsive. Non-responsive offers will not be reviewed (scored) and they may not be considered for award. Desired items are blacked out because any non-compliance will not deem an offer as being non-responsive. Section headers for mandatory requirements are also blacked out because there is a mandatory/desired statement for each subsection below the header level.

9. QUESTION: The following requirements are items that our solution cannot currently achieve, but we are developing features/functions that would address them in the future:
   - Position Management
     2.2.17.3
     2.2.17.4
   - Key Word Searches
     2.2.22
   - Job Description Builder
     2.6. through 2.6.1.12

We request that these sections be changed to “DESIRED.”

ANSWER: CNM agrees to change the above mentioned sections from MANDATORY to DESIRED.

10. QUESTION: How many employees will need access to the Talent management Suite for training, performance appraisals, and career management?

ANSWER: Approximately 2,500. See response to question # 3.
11. QUESTION: What are the current job boards that CNM is interested in using or are currently using? How many unique postings does CNM post on average per month?


12. QUESTION: In 2.2.4.1, the mandatory requirement states in part “Analytics shall be available for client to determine the point of origin for user access to the System.” Can CNM clarify what is meant by “point of origin” (i.e. IP address; City, State, and Zip)?

ANSWER: This metric will be used to identify where the applicant first found the job listing (e.g., recruiting.com, linkedin.com, etc.)

13. QUESTION: In 2.2.6.1, the mandatory requirement states in part “The System shall allow applicants to load and manage education and certification records. Can CNM define “load”? Does this mean data entry or some materials?

ANSWER: The intention is for applicants to upload necessary files into the System such as college transcripts, resumes, certificates of completion etc.

14. QUESTION: In 2.5.1, the mandatory requirement references scheduling and tracking virtual classrooms. What VILT technology is in use today at CNM?

ANSWER: Currently CNM uses the Lumens registration system. We also pull manual completion reports for mandatory training from LERN and Workplace Answers systems. We don’t have a system in place for tracking anything other than mandatory training completions.

15. QUESTION: In 2.5.7, the desired requirement states “Reconcile CNM Defensive Driving Records With Motor Vehicle Division – System should send email notifications to various departments and individuals advising of driver eligibility.” Does this imply integration with the state motor vehicle records?

ANSWER: Yes, we manually run SAMBA reports to identify employees with suspended or revoked driver’s licenses. We desire a system that identifies approved driver’s and notifies supervisors.

16. QUESTION: In 3.3.3, vendors are required to provide complete reference information, including contract amount, for up to five contracts where vendor’s solution has been provided. Will vendors be considered non-responsive if they are not able to provide contract value information due to confidentiality agreements with customers that prohibit disclosure of this information?

ANSWER: No, the response will not be considered non-responsive; however, the score received will be based on the response that is given. If no contacts and no email address information is provided, then the scoring will reflect that.

17. QUESTION: Section IV. Economy & Price mentions in several places about including hourly rates and hours required to perform the work. Will vendors be deemed non-compliant if they do not provide this information because their solution is fixed-fee?
ANSWER: No, the offer will not be deemed non-responsive; however, scoring will be based on how the Offeror responds to the evaluation criteria. Hourly rates are requested not only for the initial implementation, but for future work should CNM require the awarded vendor to perform such work. Detailed pricing is needed so that CNM can consider the effort required in addition to the total dollar amount.

18. QUESTION: Does the proposal cover page, table of contents, and letter of transmittal count toward the 40 page limit? Is the 40 page limit for single-sided or double-sided printing?

ANSWER: No, the cover page, table of contents and letter of transmittal do not count towards the suggested 40 page limit.

Please keep in mind that offers SHOULD BE (not shall be) limited to 40 pages. CNM does not desire responses with fancy binders, binding, or sales literature. Responses should be limited to 40 pages. The intent of this suggested 40 page limit is to receive concise responses that specifically address the Evaluation Criteria that the Offeror’s response will be scored against.

Required forms including Section E, Section F, Section G, Section H, and Exhibit B are not included in the suggested 40 page limit. We strongly prefer that pages be single sided. A scanned copy of the awarded vendor’s proposal is typically sent by email when CNM issues the resultant Price Agreement so we do not wish to receive any unnecessary materials or information that was not specifically requested or difficult to scan or transmit via email.

19. CLARIFICATION: It is CNM’s intention to implement the System and pay for the System implementation in stages based on the milestone achievements for each major functional element that is installed, tested and accepted. Offerors shall identify the most advantageous and cost effective implementation schedule meeting this goal. Pricing for the entire system shall include a breakdown in pricing for all major elements in addition to the number of hours per major element implementation and hourly rates for implementation.

Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E: Signature of Firm’s Authorized Representative. All other specifications, terms and conditions remain unchanged. This amendment may also be downloaded from CNM’s website http://www.cnm.edu/depts/purchasing/request-for-proposals.