

RFP Addendum # 1

Request for Proposals for
Web Based Labor Compliance Software System
Solicitation # 4930

Date of Addendum # 1: June 6, 2017

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of 3 page(s).

This Addendum lists questions received and SHA's responses (see Item 1 below), and extends the date questions are due to June 8, 2017 at 1:00 PM (see Item 2 below).

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1. Is the VPD report a critical requirement for SHA? If so, it's not listed in the RFP.

Response: *The ability to track certified payroll records of contractors and subcontractors is a critical requirement for SHA. However, the ability to specifically produce a VPD report is not.*

Question 2. Please help to state the exact logic for how overtime should be calculated in the system for a contractor so all systems can confirm they are calculating it this way.

Response: *(1.5 times the basic wage rate) plus the fringe rate.*

Question 3. Is it important to keep a history tab of all contractors within the system? For example, if a contractor is rejected / accepted multiple times, is it important to track how this happened and when?

Response: *It is important to have a history of any transactions deemed to be material in sufficient detail to meet DBRA reporting requirements.*

Question 4. Is it important to have both workforce utilization information and labor compliance combined in one system or can they be two separate systems?

Response: *Workforce utilization information and labor compliance may either be combined into one system or can also be two separate systems provided that the system that is provide fulfills the necessary reporting requirements.*

Question 5. How important is the ability to execute / deliver on custom requirements? If important, please state expectations around how long after a request is made for when something should be implemented.

Response: *SHA anticipates that some customization will be necessary. Implementation will be based on mutually agreed upon timelines.*

Question 6. Is it a requirement for a CPR to be accepted after it was rejected without a contractor re-submitting a payroll?

Response: *This functionality is desirable but not required.*

Question 7. Is the UBI number required for contractor users of the system? If so, please state.

Response: *All contractors will be required to provide a valid UBI number.*

Question 8. How important is generating a corrected CPR view (where new amounts the contractor paid show up in a CPR)? If so, please state as requirement.

Response: *A corrected CPR view is required consistent with DBRA reporting requirements.*

Question 9. Is it important to have the Consultant (vendor) assume the responsibility for entering state and federal prevailing wage rates in the system or will SHA take on this task? If the vendor is responsible and the service requires an additional fee, is it important to break out that cost? If entering rates is to be performed by a sub-contractor, is it important to disclose this?

Response: *SHA would prefer that the vendor assume the responsibility for entering state and federal prevailing wage rates in the system. However, that is not a requirement. If the vendor is responsible and the service requires an additional fee then that should be noted separately under criterion #7 related to prices/rates. If entering rates will be performed by a subcontractor then that should be noted.*

Question 10. The cost of migrating existing (historical) prevailing wage data from the existing system to a new one could be significant, and there is always a risk that data will be corrupted or translated incorrectly. Is it important to have that cost broken out as a line item and for the cost basis to be provided? Is it important for the Consultant to submit a detailed implementation plan for this work effort, including a plan for mitigating any risks?

Response: *The consultant should submit the implementation plan under Implementation Services and provide a cost basis as provided under criterion #7 related to prices/rates.*

Question 11. Please provide the business requirements, if any, for how a corrected CPR should be displayed in the system.

Response: *A corrected CPR view should display material any material corrections that are made consistent with DBRA requirements.*

Question 12. Please provide the business requirements, if any, for how newly hired employees should be tracked and reported by the system.

Response: *Each newly hired employee should have the hire date, journeyman or apprentice classification and Section 3 info. The system will use the hire date to compare with project start date and determine whether they are new hires or not. The total number of new hires should be calculated by period and by to date.*

Question 13. Is it important for the system to be accessible via mobile devices such as Android phones, iPhones or iPads?

Response: *This functionality is desirable but not required.*

Question 14. Is it important for the system to provide ad-hoc reporting in addition to whatever standard reports are available?

Response: *This functionality is desirable but not required.*

Question 15. Whether companies from Outside USA can apply for this? (like from India or Canada)

Response: *Yes, but companies must have a DUNS number.*

Question 16. Whether we need to come over there for meetings?

Response: *Yes, especially during the implementation process and training.*

Question 17. Can we perform the tasks (related to RFP) outside USA? (like from India or Canada)

Response: *Yes*

Question 18. Can we submit the proposals via email?

Response: *No, we require Original signed proposals mailed or hand delivered.*

Item 2. The Due Date for Questions is extended to **(1:00 PM, Thursday, June 8, 2017)**.

END OF RFP ADDENDUM # 1