

RFP - HRI EO-2022-01 Business System Replacement Project Consultant
 Questions and Answers

	Topic	Bidder Question	HRI Answer
1	Change Management	What Change Management capabilities does HRI have internally to work on this program?	HRI does not have internal Change Management capabilities at this time.
2	Change Management	What experiences do these Change Management resource have with managing large complex programs?	See Answer to Question #1.
3	Integrations	Is there a current integration or systems map for the ONESolution instance that can be shared beyond the narrative that was provided in Section 1.3 Legacy System Environment?	No.
4	Integrations	Has Workday developed a future state system map that can be shared with the partner community?	No.
5	General	In section 1.1 Purpose, it mentions the following, " The purpose of this RFP is to further evaluate the capabilities of Workday based on specific functionality requirements of HRI. HRI will use the narrative provided by implementation partners to better assess which of its business needs can be met with Workday configuration options and evaluate its "out-of-the-box" capabilities, as opposed to those business needs that may require third-party software." Are you looking for a Phase 0 or Readiness Phase as part of this program beyond the "Pre Reseveration Work?"	HRI will be using the reponses to this RFP to determine the degree to which Workday meets all of its business needs. For implementation, HRI is currently only familiar with the Workday Launch Approach, as described in detail on page 2 of Attachment F. Bidders proposing an alternate Launch Approach should specify their approach, including relevant phasing descriptions, in their responses to the questions in Section 5.3 of the technical proposal.
6	FIN	How many active suppliers do you have from the last 12 months? What are the average number of open payables at any month end?	Annual: 20,000 invoices/payments to vendors; 1,000 travel expense payments, 5,500 subcontract payments and 6,000 purchase orders. We do not accrue payables - invoices are paid at time received/approved.
7	FIN	Is AP US only, or are there foreign currency transactions? If foreign currency, would you require automatic tax defaulting for certain countries?	HRI has accounts payable in the United States only.
8	FIN	How many assest are on the books today?	Please see HRI's most recent financial statements, attached here.
9	FIN	Would you require Workday to automatically book asset adjustments to the GL for tax books?	No.
10	FIN	How many Financial Institutions do you have that will directly connect to Workday for payments and bank statements?	One.
11	FIN	How many reports do you produce at month end each month and do you have a report inventory already in Crystal Reports? Are you planning to keep Crystal Reports or replacing it with Workday?	Crystal Reports are used throughout the month, with about 30+ run at month end. This is in addition to reports obtained from our current business system. HRI is not planning to keep Crystal Reports. Workday will replace Crystal Reports.
12	FIN/Integrations	Do you have any Punch-Outs with certain Vendors? Ie: Office Supplies; Technology; etc.	No. HRI does not have supplier catalogs.
13	FIN/Integrations	Do you have a Purchase Card or Expense Card and who is the vendor (Amex, Visa, Mastercard)?	No.
14	General	Any conflicting projects or blackout dates we should be aware of? If so, what are the impacted dates?	There are no conflicting projects. HRI does observe the attached holiday calendar.
15	HCM	Are benefits and time off plans negotiated with the unions similar to compensation? How many plans do you have for benefits and time off?	Yes. HRI has one group benefits plan for all benefits-eligible employees. The overarching plan for health benefits is through the NYS Health Insurance Program (NYSHIP). There are 18 health insurance plans offered under NYSHIP. 17 are HMOs and limited to specific regions. HRI offers 1 dental plan and 1 vision plan, enrollment is automatic with health insurance enrollment (health/dental/vision only offered as a package). Other group benefits offered are the same for all regular employees. Time off for eligible employees is the same for both Union and non-Union employees, with exception of annual leave. Slight difference between rate of accruals for Union and Non-Union (Management/Confidential) employees.
16	HCM	Is there a consolidated Job Catalog across the business units?	No.
17	Minimum Qualifications to Propose	RFP mentions you are looking for Workday certified partner. Will you be willing to consider someone with strong Workday experience? While we are working towards the certification, we have over 10 years of experience with Non profits and Commercial organizations.	No. Minimum Qualifications to Propose include proof that proposing firm is a Workday Certified Business Partner.

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18	Minimum Qualifications to Propose	Do you prefer individuals or companies?	See Section 2 of RFP, Minimum Qualifications to Propose.
19	Cost Proposal	Could you please highlight your expected budget for the RFP?	HRI's budget for the project will not be made available in the RFP.