

RFP - HRI EO-2022-01 Business System Replacement Project Consultant  
 Questions and Answers Part 2

	Topic	Bidder Question	HRI Answer
1	Attachments	For clarification, is HRI asking responding firms to complete Attachment-A-HRI-Functional-Requirements (1) or are responding firms to focus their response to the questions and requests for details in Section 5 (Technical Proposal) of RFP-HRI-EO-2022-01-Business System-Replacement-Project-Consultant-01_2022-002?	Yes. HRI is asking responding firms to complete Attachment A in addition to responding the questions in Section 5.
2	Grants Management	Does HRI use or plan to use a Grant Award tool to manage applications, reviews and awards? Or, once HRI receives a grant the sub-recipients are pre-determined?	Sub Recipients are pre-determined. HRI does not require a tool to manage the application process for subrecipients.
3	Timeline	Has HRI defined an assumptive timeline for project kickoff through go live? Ultimately is there go live date determined and why is that date a priority?	HRI's current business system, One Solution, reaches end of supported life in 2023. As such, project kickoff would be commence immediately after final product and partner selection.
4	One Solution	What is the end of life date for OneSolution?	See Answer to #3.
5	Endowments	As Endowments is part of Workday and HRI manages an endowment, should partners include the implementation for this tool?	Please see Sections 3.1 and 3.2, as well as Attachment F for the scope of the RFP. These are the elements of Workday identified as required for HRI business needs.
6	Resumes	Regarding resumes, we are planning to include representative resumes and would like to confirm this meets HRI's need for this phase.	HRI understands that in certain titles, it is difficult to identify specific candidates that will be available during an implementation. As such, representative resumes are acceptable in the proposal. Resumes of specific available resources will be required upon contract execution.
7	Albany Division/Buffalo Division	Is HRI one FEIN with employees that work at both Albany and Buffalo?	Yes.
8	Albany Division/Buffalo Division	Can an employee charge hours to either division?	No. Sources of grant funding to which staff may be charged are distinct in each Division.
9	Albany Division/Buffalo Division	How many W-2 forms will an employee receive if they work at both divisions in the same year?	If they worked at both divisions in the same year, they would receive 2 W-2s. We are not aware of this happening historically.
10	Albany Division/Buffalo Division	How do you handle Accounts Payable for a vendor that sells goods/services to both Albany and Buffalo?	Separate Purchase Orders are issued to vendors based on the funding source that supports the order. As such, a separate PO (and payment) would be issued to the vendor for each Division's purchase.
11	Albany Division/Buffalo Division	Does that vendor get one check for both divisions, or separate checks (one for each division)?	No. The vendor would get separate checks from each division.
12	Accounts Receivable	Beyond the revenue for Grants, can you describe the types of transactions (and volumes) that you will invoice and collect via Accounts Receivable?	HRI bills only as a result of grants/contracts awarded. It is difficult for us to bill directly from the business system due to the varying billing requirements/format required by the sponsors. There were 747 manual billings in 2021.
13	Accounts Receivable	Is there a "foundation" or direct fund-raising component that generates revenue that is not related to grants?	HRI has the ability to accept donations.
14	Intercompany	Do you have any intercompany transactions that are processed in the normal course of business?	Funds are moved between our Albany and Buffalo Divisions in the normal course of business. Depending on how we implement Workday we would need to determine what is considered an intercompany transaction.
15	Locations	In the RFP, Section 4 for the Pertinent Metrics suggests that the Albany division has 28 different locations. Can you provide some more insight regarding the organizational structure. How is each location managed for reporting purposes?	Locations are physical offices in which HRI staff can be appointed. The location is not centrally managed. Staff report through an organizational structure that crosses physical location boundaries.
16	Locations	Is a location equivalent to a business unit?	No. Multiple business functions can occur at one location.
17	Locations	Can employees charge hours to multiple locations.	No. Employees charge hours to grants, not locations.
18	Litmos	On page 5, you list the Learning Management System as Litmos. Is there a sunset date on the Litmos solution or any specific date that would impact the deployment timeline for Workday Learning as the replacement?	No. There is no specific date associated with the sunset of Litmos at HRI. We make a determination on the continuation of the license on a quarterly basis.
19	Open Enrollment	For Benefits, what is your open enrollment period?	Open Enrollment for our flexible spending benefits takes place annually in November. The Option Transfer period for the NYS Health Insurance Plan takes place in the 30 day period from when rates are distributed to employees. Typically rates are released in late December.