

**Q&A's #6 to  
Request for Proposals (RFP)  
Statewide Personnel System SaaS Human Capital Management Solution RFP  
#060B3490012  
July 17, 2013**

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. The statements and interpretations contained in the following responses to a question by potential Offerors are not binding on the State, unless an addendum expressly amends the RFP.

63. In Attachment J, it states under the Financial Stability section that the *“Offeror must include a hard copy of the most recent year’s independent audit report. The audit report must be submitted as a paper copy and attached to the Transmittal Letter as indicated in the Transmittal Letter instructions in the RFP.”* However, in the Transmittal Letter instructions, there is no mention about including the audit report/10-K report. Instead of including the 10-K report at the beginning of the proposal behind the Transmittal Letter, can it be included as an Appendix towards the end of the binder, under its own tabbed section for easy reference? Additionally, due to the number of pages of these reports, is the State willing to accept only one paper copy or, preferably, an electronic version of the report?

**Answer: Please see Amendment #5, Item #1. Please note that the independent auditor’s report is generally a one-to-two page document in which an independent audit firm states that they have examined the financial statements of the company in accordance with certain accounting standards and, in their opinion, found the financial statements fairly stated. If an Offeror wants to submit its 10-K report, that report can be included in an Appendix towards the end of its proposal binder.**

64. RFP section 3.3.2 Format of Technical Proposal (p. 28) states: “A CD containing the Technical Proposal in Microsoft Word format and the Offeror’s proposed project work plan in Microsoft Project 2003 format shall also be enclosed with the original printed copy of the Technical Proposal.”

RFP section 3.3.8 Proposed Project Work Plan and Aids (p. 30) states: “A soft copy of the work plan in Microsoft Project 2010 format shall be included on the CD submitted with the Technical Proposal.”

Please clarify whether the work plan is to be submitted in Microsoft Project 2003 or 2010.

**Answer: Please see Amendment #5, Item #2.**

65. With regard to item #1 on Amendment 3:  
Can one of the implementors be the offeror themselves?

**Answer: Yes, one of the implementors can be the offeror.**