

ADDENDUM NO. 1  
March 30, 2023

RE: 084.23.B3 – Workday Implementation

FROM: Purchasing Office  
Howard County Public Schools  
10910 Clarksville Pike  
Ellicott City, MD 21042  
(410) 313-6723  
(410) 313-6789 fax

TO: APPROVED PROSPECTIVE BIDDERS

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This addendum forms a part of the Contract Documents and modifies the solicitation as noted below. Offerors should acknowledge receipt of this Addendum on the Information and Cost Proposal Form of Proposal. Failure to do so may subject the Bidder to disqualification. This Addendum consists of two (2) pages.

**Questions and Responses:**

1. It seems that a workday certification may be required. This could mean you are looking for a workday certified implementation firm. Can we confirm if this is the case?

**Answer:** Yes

2. All our Workday consultants were certified at some point in their consulting career, but they may not be actively Workday certified. However, they still maintain all current and up to date Workday knowledge to best support customers.

**Answer:** Consultants must have active certification.

3. What does your Workday internal team structure look like?

- a. Please provide details on titles, and area of expertise, and number of staff in each area that needs to be trained.

**Answer:** Training is not needed. The department has a team of two System Analysts, two Programmer Analysts and a Coordinator.

- b. If there is no expertise please provide the order of importance for each area on training of your staff.

**Answer:** N/A

4. What are your top 5 pain points with Workday to address for support?

**Answer:** Please see Section III: SCOPE OF WORK – Technical Requirements.

5. What have been your biggest challenges in working with your current Workday implementation partner?

**Answer:** This is not relevant to the RFP.

6. How important is it to have Named Resources vs a pool of resources to provide your support?

**Answer:** It is preferable to have Named Resources so we don't have to continually train staff on our system.

7. Does the University allow for the use of offshore resources?

**Answer:** HCPSS (K12) will not use offshore resources for this project.

8. How important is it to have onshore resources vs. Offshore resources?

**Answer:** No offshore resources.

9. How important is it to have actual Vendor employees vs. the use of subcontractors?

**Answer:** Preference is for vendor employees over subcontractors.

10. What vendor performed the Phase 1 implementation?

**Answer:** This is not relevant to the RFP.

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

**Answer:** No.

12. Whether we need to come over there for meetings?

**Answer:** No. Meetings can be held virtually.

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

**Answer:** No.

14. Can we submit the proposals via email?

15. **Answer:** Yes. Proposals must be sent via email to [BidsandProposals@hcpss.org](mailto:BidsandProposals@hcpss.org).