



# TOWN OF WESTWOOD COMMONWEALTH OF MASSACHUSETTS

## *REQUEST FOR PROPOSALS*

### **Onboarding Solutions RFP # IT-23-B-007 Addendum 01 February 27, 2023**

#### **I. GENERAL INFORMATION**

Addendum 01 changes the date for Oral Presentations. For planning purposes, these presentations will likely be scheduled on or about March 21, 2023.

Addendum 01 answers the following questions:

**Q1** How many users will the solution require?

**A1** There are 4 Human Resources (HR) staff that will use the Onboarding System. That staff hires about 50-100 people per year, to include seasonal employees. There are a total of approximately 350 employees, to include seasonal. The number does not include any School employees, as School employees will not be using the Onboarding System.

**Q2** Are there any current electronic documents (MS Office documents, payroll reports, etc.) that Westwood would like to import into the solution? And, if so, how many and / or how space in GB do they currently take up in digital storage?

**A2** The forms required to be imported into the solution are on the Town website, [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us).

**Q3** Does Westwood currently subscribe to an e-signature solution such as DocuSign, Adobe Sign or Panda Doc?

**A3** No, the Town does not currently subscribe to any e-signature solution.

**Q4** Would Westwood consider expanding on a solution they currently have in-house or does the solution need to be completely standalone? Security for current in-house allow for multiple use cases with complete, secure, controls over content – users would not know other users exist

**A4** The Town would consider expanding with an existing solution.



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- Q5** What is the length or term for the onboarding solution desired or required by the Town?
- A5** The Town requires the solution to be implemented 4-8 weeks from contract award. As far as the term of the contract, the Town will implement a 1-year contract with two 1-year options for a 3-year contract.
- Q6** Can companies located outside the US apply for this? Can tasks associated with the RFP be performed outside the US?
- A6** Yes, companies located outside the US may bid on the project. Tasks can be completed outside the US. Regardless of location, all companies must comply with the contractual terms and conditions set by the Commonwealth of Massachusetts.
- Q7** If a company is located outside the US, will they be required to attend meetings in the US?
- A7** The Town anticipates most meetings can be accomplished remotely. There may be times the Town has in-person meetings; in those cases, the contractor must be able to attend in person.

### II. ADDENDUM 01 RECEIPT ACKNOWLEDGEMENT FORM

**BIDDERS MUST ACKNOWLEDGE RECEIPT OF ADDENDUM WITH THE BID SUBMITTAL.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

**End of Addendum No. 1**