



ADDENDUM NO. 2 TO ALL OFFERORS:

Reference: Request for Proposal: **RFP# 8378KA**

Commodity: **HRIS Information System**

Dated: **December 06, 2022**

All offerors are required to acknowledge all RFP addenda in their proposals.

I. Due Date Extension:

The due date is hereby extended to January 17, 2023 at 3:00 EST.

II. Question and Answer Extension:

The second round of questions are now due on December 13, 2022 at 2:00 EST. Estimated date of Addendum #3 to answer questions is December 19, 2022.

III. First Round of Questions and Answers

1. VA Lottery has an active Contract for an HRIS system but has not subscribed to all of the available modules, all of which will satisfy the requirements of this RFP. Would the VA Lottery consider expanding its footprint via an extended contract with its current system outside of the RFP process?

No

2. With the upcoming holiday, many vendors are in restricted hours. Would the VA Lottery consider an extension for the deadline of the RFP?

Yes, please see above.

3. Will the VA Lottery be seeking a negotiated contract with the vendors, or would a buying vehicle such as a GSA schedule used by many other Commonwealth agencies, be considered?

The Lottery is planning to go through with the RFP process; however, a cooperative contract may be a possibility.

4. The RFP references a hard copy submission but the online portal does have an online submission option.

https://mvendor.cgieva.com/Vendor/public/IVDetails.jsp?PageTitle=S0%20Details&rfp_id_lot=2093&rfp_id_round=1.



**Offerors may submit hard copies although email is preferred.
Using the online is also allowed.**

5. For Leave administration, will the solution automatically generate letters and forms for leave or attendance policies and the documents needed for each new FMLA case?

No

6. For Leave administration, Will VA Lottery require that the solution track and manage all types of leave concurrently, including federal and state-mandated leave, medical leave, and short-term disability, as well as intermittent leave?

Yes, (no medical leave)

7. For Leave Administration, Will VA Lottery require that the solution enforce a minimum number of leave hours that can be taken (e.g., sick time is only allowed in eight-hour increments)? If so, do you want to solution to enforce an overdraft limit?

No minimum, but an overdraft protection is needed that will prohibit employees to use time that has not been accrued.

8. For Performance, Will VA Lottery require that the solution enables employees to dynamically build personalized or custom career paths based on selected criteria (location, team, role, salary, etc.)

No

9. For Compensation, Will VA Lottery require that the solution allows for offline planning (from Excel, other custom format), and import of changed plan data with proper edits and controls

Yes

10. For Compensation, Will VA Lottery require that the solution aggregates results of compensation planning for review and adjustment by multiple levels of management and provides an audit trail of all revisions

No

11. Can companies outside the USA submit a proposal?

Yes



12. Can task (related to the RFP) be performed outside the USA?

Yes

13. Given the time loss due to the holidays, would The Virginia Lottery consider moving the close date.

Please see Question #2



Virginia Lottery | 600 E. Main St. | Richmond, VA 23219 | ph: 804.692.7100 | fax: 804.692.7102 | valottery.com