

No.	Question	Response
1	Whether companies from Outside USA can apply for this? (like, from India or Canada)	This question is not understood.
2	Whether we need to come over there for meetings?	The work both can be both onsite and remote. We will have onsite meetings and off site meetings.
3	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	The work can be both onsite and remote.
4	Can we submit the proposals via email?	No.
5	How many course offerings will need to be loaded into the LMS?	The LMS should be able to maintain numerous training/conference recordings that will need to be in a repository along with assessments. We do not have an exact number, however there should be sufficient support for over 500+ offerings.
6	How many online courses will be loaded into the LMS (content)?	The are not courses, these are trainings, and conferences which require registrations capacity, reminders when trainings are due as well as a certificate of completion which should then be uploaded to the personnel file.
7	How many LACCD employees will be available to help load and test LMS courses and content?	3-4 staff members.
8	How many users/employees will be loaded into SAP SuccessFactors (e.g. total employee population of LACCD)?	This project is to implement Onboarding, Recruitment and Learning Management. Only this population is considered.
9	Will LMS courses be only open to faculty and staff or will students also use the LMS?	Faculty and Staff
10	Will Virtual Learning Services (VLS) be implemented within LMS?	Yes - see # 6 above
11	Will any LMS interfaces be used? (e.g. LinkedIn Learning)	Yes - LinkedIn. We will identify more during requirement gathering.
12	Will any recruiting vendor integrations be needed (background checks, assessments)?	Yes
13	How many requisition templates will be required within the Recruiting Module (e.g. different formats such as for faculty vs. staff vs. student employees)?	At least ten standard variants such as Adjunct, Full Time, Executive, Student Employee\unclassified, classified staff and Faculty Staff\Academic Administrator.

14	How many application templates will be required within the Recruiting Module (e.g. different formats such as for faculty vs. staff vs. student employees)?	At least ten standard variants such as Adjunct, Full Time, Executive, Student Employee\unclassified, classified staff and Faculty Staff\Academic Administrator.
15	How many offer details templates will be required within the Recruiting Module (e.g. different formats such as for faculty vs. staff vs. student employees)?	At least ten standard variants such as Adjunct, Full Time, Executive, Student Employee\unclassified, classified staff and Faculty Staff\Academic administrator.
16	How many custom onboarding forms will need to be developed (e.g. PDF forms where some information is pre-filled and a signature is required from the onboarding)?	Estimate is 35 forms. We may identify more during requirement gathering.
17	Will LACCD be responsible for the development of onboarding forms or will this be the responsibility of the selected vendor?	Vendor in conjunction with LACCD staff
18	How many custom InfoTypes will need to be populated in SAP upon hire of an onboarder?	We plan to use the ECC standard InfoTypes. Some custom InfoTypes maybe needed. This will be determined during requirement gathering.
19	Will any international InfoTypes need to be supported when hiring from the onboarding solution?	Not needed for this project.
20	Is SAP Cloud Identity Service (IAS) in scope or currently being used?	In scope.
21	Approximately how many active requisitions will need to be converted from the legacy recruiting system?	Yes, approximately 200 requisitions.
22	Approximately how many inactive requisitions will need to be converted from the legacy recruiting system?	Yes, 800 requisitions.
23	Approximately how many active applications will need to be converted from the legacy recruiting system?	Yes, approximately 100,000 (includes active and inactive)
24	Approximately how many inactive applications will need to be converted from the legacy recruiting system?	Yes, approximately 100,000 (includes active and inactive)
25	Approximately how many active candidates will need to be converted from the legacy recruiting system?	Yes, approximately 100,000 (includes active and inactive)
26	Approximately how many inactive candidates will need to be converted from the legacy recruiting system?	Yes, approximately 100,000 (includes active and inactive)

ADDENDUM NO. 1

RFP NO. 21-03

27	Will LACCD require more than one onboarding process (e.g. is there a separate process for faculty, staff, and student employees)?	At least three variants. Student, Staff and Faculty.
28	Has a Governance Structure been created for the project and can it be shared?	Yes, it will be shared as part of the vendor on boarding.
29	What support will the District provide for Change Management? If none, should proposals include comprehensive Organizational Change Management (OCM) effort as well?	LACCD is accountable for the main sections in this area. See the realization section of the RFP for more detail.
30	Because of the COVID situation, will the District agree to travel on an as-needed basis, and actual costs as incurred and not include in the base hourly rate/fixed fee submitted?	See the parameters of the RFP. Plan the project with both on site and off site work effort.
31	Are near-shore or off-shore resources permitted?	Yes
32	How many different job requisitions, offer letters, job applications and approval workflows are currently being utilized?	Approximately 7-8 requisition's, 7-8 applications, 3 - 8 approval work flows. Around twenty five offer letters. More information during requirement gathering.
33	Will data conversion of job requisitions, applications and candidates be required and if so, to what extent?	Yes - see responses to questions 21-27 for more detail.
34	For the Functional scope, the RFP states development of Custom Coding to enhance business processes. Has the District outlined where custom coding will be required?	It will be required around the requirement and on boarding processes. Maybe others. This will be fully vetted during requirement gathering. LACCD plans to use standard as much as possible. But Custom development will be needed.
35	Does the District want 8 weeks or 12 weeks of Hyper-care? On page 11 of the RFP, it states "eight (12)" duration.	The 12 refers to the Phase I and Phase 2 combined. Please use 12 weeks for Phase II and 8 weeks for Phase I.
36	Who is responsible for Org Change Management outside of Training responsibilities, i.e., stakeholder assessments, communication, etc.?	HR and OIT will take the lead working in conjunction with department stakeholders.
37	Please confirm LACCD will purchase/have purchased 4 environments (sandbox, dev, test and prod) of SuccessFactors & LMS (usually there are only two provided, Test and Prod, for these modules).	We have access to SAP Success Factors cloud systems as planned.

38	Should the estimate include licenses for SuccessFactors, or will LACCD purchase those separately?	Do not include. We already own the subscription. This is for services only.
39	How many employees does the District have? How many system users for each module/functionality requested?	Approximately 6,600.00 active employees. For the project, we only look at e requirement, on boarding and LMS as it pertain to these processes. Recruitment - 5,000.00, Onboarding 5,000.00
40	Which forms in Recruiting do you require electronic signature on (i.e., Offer Letter, Application)?	All of them.
41	Is LACCD open to using native electronic signature, or is DocuSign required?	DocuSign is required.
42	What information does LACCD want to move from the existing Recruiting and Onboarding tool to SuccessFactors?	All key information. More detail to be provided during requirement gathering.
43	What information does LACCD expect to send from the Learning Management System back to SAP ECC?	All key information required for on boarding back to ECC. For example, name, SSN, Address. More to be provided during requirement gathering.
44	Are the current business processes documented by LACCD?	For the most part yes. More will be gathered during Blueprint.
45	Can configuration workbooks be used to record outcome of the Blueprint workshops, or does LACCD require a specific format be used? If so, please provide more information about the format.	Yes, you can share your documents as well. They would need to be approved for use.
46	In the RACI for Realization Phase, what is meant by "Production, Testing and Training" for which the vendor is both Accountable and Responsible?	Vendor is responsible to see that the steps are completed (detail plan, Production update, Full Testing, and Training to internal staff for on going maintenance, resources are provided and assigned etc. LACCD will also provide it's own staff and resources to assist.
47	What 3rd party application is used currently for Recruiting and Onboarding?	Cornerstone
48	Is a Third-Party vendor(s) utilized to assist with Recruiting needs or is it all in-house?	Mostly In house. But on occasion 3rd parties are used.
49	As part of the onboarding process, what reminders would you like provided by the system?	The will be determined during requirement gathering. But they are needed. I.e. interview scheduled etc.

50	Considering the requirement for a printed copy of responses to be delivered, would LACCD consider extending the RFP response submission date until Friday, March 30 or later?	No.
51	How many LACCD employees will be utilizing the SAP SuccessFactors system?	See response to question #39.
52	Do you need to accommodate external learners (e.g. contractors, non-employees who need to take paid/mandatory trainings through the district)?	Not in this phase.
53	Please provide an approximation quantity data for migration to SuccessFactors:	
	Number of external candidates (recruiting)	50,000.00
	Number of training courses	500+
	Number of historical learning items	See above
54	What is the approved budget for this project?	This is LACCD confidential information.
55	It appears that some content is not visible in the RFP PDF file, page 25 under Project Team Training. Could LACCD please republish this table for clarity?	The full sentence is project "Team Training Plan".
56	Is LACCD open to recommendations that could streamline the implementation timeline and budget?	Yes, if you have some ideas we are open to suggestions.
57	Does LACCD currently have a Background Check provider? Would LACCD like to integrate background check results to the new ATS?	Yes, and we want to integrate it for some integrations. During requirement gathering more information will be determined.
58	Does LACCD have different recruiting processes for different types of employees? e.g., are Teachers recruited differently than staff?	Yes; we do. Faculty and staff have a different recruiting process.
59	Does LACCD currently utilize position management with SAP ECC? If so, would the LACCD like to integrate position data into the new ATS?	Yes, LACCD is using concurrent employment.
60	The RFP does state "Employee Central", is LACCD implementing Employee Central to replace SAP OM / PA?	No, only areas for Employee Central that need to be activated are identified as part of the Success Factors modules. Onboarding, Electronic Recruitment, and Learning Management.

61	Please specify 3rd party application job boards for integration.	LinkedIn, CCC registry, Advertising sites) and others to be determined during requirement gathering.
62	Please estimate number of monthly applicants processed and requisitions raised.	See response to question #53
63	Does LACCD engage in offboarding activities? If so, please clarify process.	Yes, and part of another process. Not in scope here.
64	What amount and type of history will need to be brought over to SuccessFactors? Applicant History? Requisition History?	See response to question # 21-26.
65	Does LACCD conduct enterprise learning today? We understand there is no integrated system currently.	We do conduct Learning Management. As mentioned in the RFP it is not integrated. Currently, the District uses various modalities which are not linked to the HRIS system which should be tied to the personnel record. There is Canvas which is for instructional purposes, and Cornerstone tied to the Vision Resource Center.
66	Will LACCD require any unique requirements such as certification tracking for building access/badging?	This is not part of this phase.
67	The expectation is for SF/LMS accessible directly and only via SAP ESS portal? Please confirm.	From the EP portal and accessible for non employees as part of the recruitment process. Maybe others as well. To be further discussed during requirement gathering.
68	Please estimate Learning data migration/volume amounts (if applicable).	See response to questions # 21-26.
69	Does the LACCD leverage any 3rd party content or training today? (i.e., skillsoft)	This question is not understood.
70	Does LACCD expect to leverage commerce or cost associations with Learning activities?	This question is not understood.
71	What is the current Learning system used by LACCD?	There is Canvas which is for instructional purposes, and Cornerstone tied to the Vision Resource Center. I am not sure if the campuses are using resources specific to each campus.
72	Will competencies be linked to training opportunities to help drive employee engagement and empower employees to target specific training for their areas of development?	Yes

73	What are the different learning content providers (Course era, Lynda, Skill Soft & Harvard Manage Mentor etc.,) you are using? Do you have Skillsoft integration in place ? If yes then which contract do you have?	HR does not use these. May determine more during requirement gathering.
74	Do you use Virtual class room trainings (eg : WebEx, Zoom , Lync etc.,)? Please provide the details. If yes would you like them to be integrated with SuccessFactors LMS?	Zoom, Teams. And yes.
75	Do you develop your own content for Learning system and how the current content managed ?	Both developed content and procured content.
76	Is Commerce in scope ? Do you handle training costs in LMS ? How is the External training costs handled ? Note : Commerce is a feature in SF LMS used to track training costs.	This question is not understood.
77	Do you want to provide access to external users who are not part of your SAP ECC & SuccessFactors People People? Note : It requires setting up SAP Identity Authentication Service (IAS)	That depends. We want non employees to apply for positions. They would not be employees at this time. So yes.
78	Do you have trainings done by employees outside the LMS system? If yes, do you have to keep track of training delivery costs?	Yes, we want to keep track of the training costs.
79	US compliance forms - I-9, W4, State Withholding forms & Standard forms are available with SuccessFactors. Apart from these are there any other forms would you like to be implemented?	These are the main forms yes. We do have other forms that we will discussed in more detail as part of the requirement gathering phase.
80	Are you following same onboarding process for everyone or will it vary? Please clarify? Note: We understand that for Offboarding and Cross Boarding SF Employee Central is Prerequisite. Hence both are not in scope.	Offboarding is not in scope. Cross Boarding is not in scope.
81	Please let us know if you require E-Verify integration with Onboarding?	Yes, would like to use E-Verify.

82	Does LACCD have requirement to send job postings to external job boards and school boards. If yes, then how many boards are in scope. Please note: job boards can be activated and tested only in production system, Hence the duration of production cutover depends on number of Job boards that needs to be activated at the time of Go live.	Yes, we do post to external sites. Estimate is 5-10.
83	As per our understanding you are looking to trigger requisitions from SAP ECC 6.0 to SuccessFactors using HCI . Please confirm.	Yes, confirmed.
84	We assume candidate selected in Recruiting will be moved to Onboarding and then to SAP ECC using HCI. Please confirm. Will there be any deviation for any set of users where the data will flow directly from SF Recruiting to SAP ECC without Onboarding.	Yes confirmed. Second question. Yes confirmed,
85	Are there any other third party vendor integrations in the scope for SuccessFactors like integration with Background Check vendors & Assessment Vendors etc.,?	Yes, see response to question # 60 for additional detail. Note: Not for academic. But classified staff - yes.
86	In this section [1.3.5 Staffing] there is a note saying "The District will provide personnel for this project with internal resources with BASIS skills, Developers (JAVA, ABAP, Script writing, Quality Assurance), security administrator and Business Process Designers (Human Resources, Time Management, Payroll, Benefits, Portal and FIORI) and Business Warehouse and Business Analyst (HR)." Does this mean district provided personnel mentioned here will be responsible for the BASIS and ABAP activities. Where as a vendor will lead the BASIS and ABAP activities. Please confirm.	As identified in the RFP. The vendor responsible is to lead in these area as appropriate. LACCD will supplement with additional staff.

87	Its mentioned that SuccessFactors system should integrate with Business Ware House . Could you please clarify on the scope of this integration? Also please provide data objects (Recruiting, LMS & Onboarding) that need to be integrated with SAP BW?	Yes, we want to integrate with Business Warehouse, Business Objects. The plan is to connect and perform analysis such as Onboarding Analytics, time to hire etc.. We connect with Onboarding, Recruitment, and Learning Management. More details will be provided during the requirement gathering phase of the project.
88	Its mentioned that Integration of the SAP Learning Management System with SAP ECC 6.0 Human Resources and Success Factors. Please provide the scope of the data objects from SF LMS needs to be integrated.	We will discuss this in more detail as part of the requirement gathering phase. For example, some objects require master data (name etc.), Position, Organization, Organization Unit etc.
89	Is there any decision in place with reference to the time we need to get the learning data migrated? For Example, 3 years / 5 years / 10 years.	See the simulated project schedule. The shorter the time period the better.
90	Regarding data migration related to recruitment would you like to migrate active requisitions, active applications & candidates with resumes?	Yes, See response to questions # 21 to 27 for more detail.
91	Here [1.3.2 Implementation Schedule] its mentioned that support for Phase 1 & phase 2 is less than 3 months whereas on page 11 (Implementation strategy) its mentioned that Go Live support and eight (12) weeks of Hyper-care be required . Please clarify.	Items 1.3.2 is a simulated plan. The 12 refers to the Phase I and Phase 2 combined. Please use 12 weeks for Phase II and 8 weeks for Phase I.
92	Its mentioned that "Note: There may be a parallel project for the upgrade\migration to SAP HANA. We expect that we will be able to schedule around this to avoid any significant impacts". Can you give us the timelines for S4 HANA upgrade?	Not at this time. We do not expect a significant impact to the project due to the HANA upgrade.
93	Can you please clarify: Test Case Development (scripts and scenario) and Testing Certification-PRD, (Vendor - R,A).	All processes need to be tested as part of the development process. Vendor is responsible as identified in RFP to either lead or support as indicated.
94	By Testing Certification-PRD are you referring to Smoke test in Production before launching?	Yes, full round of User Acceptance Testing and certification is required before Launch as identified in the RFP.

95	Future SuccessFactors landscape will have 4 Instances (corresponding to the SAP landscape). Typically, SAP provides only 2 Instances (Prev and Production) for Talent Implementations and LMS. Please confirm if LACCD has worked with SAP SuccessFactors in setting up two additional Instances.	We are planning as the chart on page 15 identifies.
96	We understand that dress rehearsals can be done in QAS before Go-Live or in PRD during cut-over by restricting access to selected users. Please confirm which landscape & when LACCD would like to perform dress rehearsals?	QAS and yes we can do some testing in PRD as appropriate. See sample plan for timing and sequence.
97	We assume English (US) is the only language in scope for all the modules. Please confirm.	Yes, English.