SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL
DISTRICT OF THE CITY OF ST. LOUIS
Purchasing Department
801 North 11th Street
Saint Louis, Missouri 63101

RFP# 008-1718 Employee Relations Management Software

ADDENDUM NO. 2 – QUESTIONS AND ANSWERS

1.) **Question:** Could you elaborate with more details around question #6- Description of Product- OCR Audit and Reporting features?

Answer: The Office of Civil Rights (OCR) audits the district from time to time, as well as we have reporting requirements as it relates to OCR related incidents. The District would like to ability to input these types of incidents, along with the ability to generate reports using key search terms or an OCR designation.

2.) **Question:** Could you provide a user count for the proposal? A user of HR Acuity would include anyone that would document employee relations issues, conduct investigations, and view employee relations data/ trends for strategic purposes

Answer: Chief Human Resource Officer
            Coordinator of Employee Relations
            Director of HRIS
            Employee Relations Specialist
            ER-investigator

3.) **Question:** Is there any registration process that I need to fill out in order to confirm i-Sight is bidding in this RFP?

Answer: No, there is no registration process.

4.) **Question:** I-Sight is a Canadian private corporation located in Ottawa. Therefore, are we exempt from the E-Verify document in Attachment C "Agreement"? Are we to ignore this page, continue to fill it out and/or fill out other documentation because we are a foreign vendor?

    a. **Answer:** Yes you need to complete all paperwork

    Question: Section 3.2 of the RFP speaks to foreign vendors and having to register to transact business in the state of Missouri – can you tell me about that process? If we have conducted business in Missouri before, are we exempt?

    b. **Answer:** Please review the e-verify websites for both the State of Missouri Secretary of State Office and the US Federal Government

5.) **Question:** IT Secuity/Encryption – Number 9 of the Description of Product in Attachment A speak to encrypting data. Are there specific requirements as to the level of encryption that is required for the RFP? What documentation related to IT security and encryption is required for the RFP?

   Answer: At least a product equal to or greater than AES is required.

6.) **Question**: Is a performance bond required for this RFP?

   Answer: No, no performance bond is required.