



**AMENDMENT NUMBER 2  
(March 8, 2017)**

**RIO RANCHO PUBLIC SCHOOLS  
PURCHASING DEPARTMENT  
500 LASER ROAD NE  
RIO RANCHO, NEW MEXICO 87508**

**REQUEST FOR PROPOSAL: RFP#2017-010-HR**

**TITLE: Human Resources Records Management Software Solution**

**DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:**

**DUE DATE: Wednesday, March 15, 2017**

**TIME: 2:00 PM MST**

**DELIVER TO:** Rio Rancho Public Schools  
Purchasing Room 120  
500 Laser Road NE  
Rio Rancho, New Mexico 87124

The purpose of this amendment is to provide RRPS written responses to the questions that have been timely submitted – see following list. *All other RFP terms, conditions, specifications, requirements and criteria remain unchanged.*

**Question#1:** *EC-3 bb. & EC-6 q.; Does the applicant tracking system and records management system need to integrate with all of the named systems; or, does RRPS anticipate sending raw data*

*to PeopleSoft first and then dispensing data to other systems from there? Is RRPS willing to use batch file integration?*

***Response: All systems must integrate.***

***Question #2: EC-4 and Cost Proposal; which users will need to access the records management system? For example, will HR and Hiring Managers require access, or will all employees require access? Can you estimate a number?***

***Response: All employees will require access. Approximately 2800.***

***Question #3: EC-4 e.; for electronic signatures, does RRPS have an electronic sig generator at this time; or, will the records management system need to generate these signatures?***

***Response: The program itself must be capable to electronic signature.***

***Question #4: EC-2 s.; Does RRPS have existing scanning technology? If so, what is the technology and what file types are generated?***

***Response: Yes, we have scanning capability. We utilize PDF for our files.***

***Question #5: Does RRPS have a budget for the project? Is there are maximum price RRPS does not wish to exceed?***

***Response: \$31,000***

***Question #6: What is RRPS' time frame for implementation?***

***Response: Implementation will need to start shortly after the notice of award has been issued.***

***Question #7: Are you interested in and/or willing to contract for 3 or more years?***

***Response: Yes, the New Mexico procurement code sets the maximum term limit at eight years.***