



Question		Answer
1.	How many employees at the MN Judicial Branch?	The Judicial Branch has approximately 3,500 employees and judges.
2.	Will the MJB be replacing their entire PeopleSoft solution?	No, the Judicial Branch will not be replacing PeopleSoft and would like to obtain payroll and benefits information through use of a data feed if possible.
3.	If you're keeping PeopleSoft in place, which functions will be retained?	The Judicial Branch will continue to use PeopleSoft for payroll and benefits.
4.	Which solution(s) currently handle each of the required functions listed in the RFP?	<p>The Judicial Branch uses Cornerstone solution that handles learning and performance functions.</p> <p>The Judicial Branch uses Human Resource Transaction Forms, uses a SQL database solution, which consists of transactional activities for HR to submit forms to hire new employees, submit changes to employee's position, supervisor, pay rate, separation, leave of absence, working out of class, probationary period, and other personnel information.</p> <p>The Judicial Branch uses NEOGOV solution, that manages preboarding/onboarding as well as the hiring process by maintaining a database of applicants and job postings from posting screening, assessment, interview, and selection.</p> <p>ePersonnel files does not have a formal solution. Stored in shared network drives, paper stored in file cabinets, SharePoint, etc.</p> <p>The Judicial Branch uses HR & Development forms that are on various tools such as Microsoft InfoPath, K2, and fillable Microsoft Word and Adobe PDF documents. Forms may include but is not limited to: COVID, classification requests, position descriptions, compensation, accommodations, and remote work forms.</p> <p>Discipline and grievance tracking logs are tracked on a spreadsheet.</p>
5.	Can you please provide a list of all existing solutions where integration is required (i.e.,	Azure AD and ADFS for single sign on and multi-factor authentication.



	employee/background checking services, 3rd party assessment tools, etc.)	
6.	How many integrations do you anticipate?	The Judicial Branch anticipates integration with Azure AD and ADFS for single sign on and multi-factor authentication.
7.	How many data conversions do you anticipate (from existing solutions)?	The Judicial Branch doesn't anticipate that data types will change from one format to another and would need the data from Microsoft InfoPath to carry over in the data load and it depends on what formats the vendor supports. No data conversions for existing third-party vendors.
8.	Can you please provide quantitative transactional workloads from your existing systems (any information to help quantify the scale of work)?	Approximately 6500 HR transactions over the past year.
9.	Has your organization participated in demonstrations or discussions with another solution or provider in the past 12 months?	Yes.
10.	Please clarify the scope of this RFP. It is unclear if the scope of this RFP includes RFP planning and ERP vendor selection, systems integration services, or software/solution products.	The Judicial Branch is seeking proposals from vendors specializing in the design and implementation of a Human Resources Workforce/Human Capital Management Software solution. The new solution will replace modules that handle learning and performance, human resources forms and workflows, core HR and user information, personnel transactions, and hiring and onboarding. As well as have new functionality and components for the e-personnel filing system and a data feed connection with the State's payroll/benefits. Proposers must provide professional services to implement the proposed application software modules. These services include software delivery, configuration, system integration, data migration, training administrators, and software maintenance and support services. The selected vendor will work with the Judicial Branch's business owners, HRIS system administrators, and IT technical leads to implement the solution.
11.	If MJB intends to issue more than one RFP for this project, can you please provide additional details and a project timeline that shows the various project phases and the corresponding procurement cycles for each?	The Judicial Branch does not plan to issue more than one RFP for this project.
12.	Is MJB is open to a COTS solution? The reference to "Wireframe Review" as a deliverable generally	The Judicial Branch is open to commercial off the shelf solutions as long as they meet the requirements.



	refers to custom-built application, so it was unclear if custom development is a requirement for this solution.	
13.	Can MJB provide the Q & A response to scope questions prior to January 21st? If not, is MJB willing to extend the proposal submission deadline to allow for more time to prepare a response once the scope is clarified?	The Judicial Branch will extend of the deadline for RFP proposal submission to February 15 th at 5:00 PM Central, from the original submission date of February 1 st .
14.	Is MJB willing to entertain a second round of Q & A, which would allow vendors to asked follow-up questions once the scope is clarified?	The Judicial Branch is not conducting a second round of Q&A for this RFP. The Judicial Branch will extend of the deadline for RFP proposal submission to February 15 th at 5:00 PM Central, from the original submission date of February 1 st .
15.	Seeking clarification on the Scope on this project. On page 2 of the RFP, it discusses the scope of work as a feasibility study with cost estimates, document requirements for vendor selection (including high-level workflows), in a current state analysis. Etc. In contract, the RFP lists Functional Specifications, implementation timelines, etc. Is MNJB seeking responses to the RFP from ERP Advisory companies, (like Gartner, GFOA) to assist MNJB to create an RFP to be released for System Integrators to respond to implement a human resources/workforce software solution or is MNJB only seeking a System Integrator response to the RFP to propose a human resources/workforce software solution with costs and implementation timeline.	The Judicial Branch is seeking proposals from vendors specializing in the design and implementation of a Human Resources Workforce/Human Capital Management Software solution. The new solution will replace modules that handle learning and performance, human resources forms and workflows, core HR and user information, personnel transactions, and hiring and onboarding. As well as have new functionality and components for the e-personnel filing system and a data feed connection with the State's payroll/benefits. Proposers must provide professional services to implement the proposed application software modules. These services include software delivery, configuration, system integration, data migration, training administrators, and software maintenance and support services. The selected vendor will work with the Judicial Branch's business owners, HRIS system administrators, and IT technical leads to implement the solution. The feasibility study portion of this project is being conducted by the Judicial Branch.
16.	If the RFP is for a System Integrator to respond with a human resources/workforce software	The Judicial Branch will extend of the deadline for RFP proposal submission to February 15 th at 5:00 PM



	<p>solution with costs and implementation timeline, we request a two-week extension to the RFP response due date to properly respond to MNJB requirements.</p>	<p>Central, from the original submission date of February 1st.</p>
17.	<p>Is the state looking for proposals from software vendors that provide HR/Workforce Information software or is the state looking for vendors that help with the requirements gathering and the selection of software vendors?</p>	<p>The Judicial Branch is looking for proposals from software vendors that provide HR/Workforce Information software.</p>
18.	<p>How many employees would be part of the solution?</p>	<p>Approximately 3,500 employees and judges will be part of the solution.</p>
19.	<p>Does MJB have any part time employees?</p>	<p>The Judicial Branch has approximately 170 part time employees, which are included in the overall 3,500 employees from the previous question.</p>
20.	<p>What is the mix of hourly employees vs salary employees?</p>	<p>The Judicial Branch has exempt, non-exempt and no FLSA required employees and judges. The mix of these employees and judges approximately:</p> <ul style="list-style-type: none"> • 24% Exempt • 47% Non-Exempt • 29% No FLSA Required
21.	<p>Do you have any collective bargaining agreements?</p>	<p>The Judicial Branch has three collective bargaining agreements.</p>
22.	<p>Do you have any preference for data collection options? Timeclocks, PC/Web or Mobile?</p>	<p>The Judicial Branch does not have data collection for time and labor.</p>
23.	<p>Implementation services – are you expecting a fixed fee for services? Or will there be an opportunity for discovery to determine the costs of implementation based on numerous variables?</p>	<p>All Judicial Branch contracts require a firm not-to-exceed amount. Please refer to pages 8 and 45 of the RFP for additional information.</p> <p>Based on the requirements stated in the RFP, the Judicial Branch is looking for an estimation of costs.</p>
24.	<p>Why doesn't MJB use the state's PeopleSoft solution for HR and Timekeeping?</p>	<p>The Judicial Branch currently uses the State's Peoplesoft solution for payroll and benefits.</p>
25.	<p>Is there a format requirement in the Proposal Submission? i.e., PowerPoint, Word, etc.</p>	<p>PDF</p>
26.	<p>In the Scope and Project Deliverables sections, it appears that some of the requirements are for advisory consultants to assist with building RFP requirements and vendor recommendations. Please confirm that this RFP is for Human Resources/Workforce Information System and system implementation.</p>	<p>Yes, this RFP is for Human Resources/Workforce Information system and implementation.</p>



27.	What is your desired initial term length in years?	Three Years
28.	We understand that yes/no/N/A responses provided directly within Appendix C – Cyber Security Questionnaire will be considered publicly accessible; however, can you please clarify whether the requested “additional details and supporting material” provided as separate, supplemental documents to Appendix C would be held confidential in accordance with RFP Section VI. a.9 Security Measures-Related Trade Secret?	The Judicial Branch follows the Rules of Public Access to Records of the Judicial Branch. Rule 5, subd. 8(b) provides the procedure for restricting access to trade secrets, as defined in Minnesota Statutes § 325C.01. However, the existence of any resulting contract, the parties to the contract, and the material terms of the contract will be accessible to the public.
29.	Will MNJB prioritize vendors with software that have successful public sector STATE or STATE AGENCY implementations and deployments?	Please refer to the section on page 9 of the RFP entitled ‘VII. PROPOSAL EVALUATION’ for details on evaluation
30.	Does MNJB have a preference between a Cloud/SaaS application or an On-Premise application and are you able to provide color around that strategy?	The Judicial Branch is open to review both on-premise and cloud solutions.
31.	Referencing the RFP request – under Scope section you reference “feasibility study” – Will you be making a down selection for a software vendor + implementation partner from this RFP?	The Judicial Branch is seeking proposals from vendors specializing in the design and implementation of a Human Resources Workforce/Human Capital Management Software solution.
32.	What is total number of FTE planned for HR Solution?	Approximately 3,500 employees and judges will be part of the solution.
33.	Will payroll and time and labor be included in this solution?	The Judicial Branch would like to obtain payroll and benefits information through use of a data feed if possible
34.	Will the State entertain a split bid with vendor software pricing as a standalone component partnered with an implementation services estimation on a separate response?	Yes
35.	Any HR/Workforce related application requires the storage and management of a wide variety of assets. Can you provide information on roughly how many assets (documents, images, etc...) you predict you would be storing?	The Judicial Branch is estimating 100,000-150,000 total documents for 3,500 employees and judges.
36.	Is there a timeline for evaluation and selection that MNJB will be following and are you able to share more details on that process?	Please refer to the section on page 9 of the RFP entitled ‘VII. PROPOSAL EVALUATION’ for details on evaluation