

## Decision Background

1. What is driving the decision to replace Caselle at this time — is this budget cycle timing, a compliance issue, or a leadership-driven initiative? Is there an ERP change forthcoming as well?

Response: Leadership-driven initiate. Due to our small size we do not leverage an ERP system.

## Selection Process

2. Who will be the primary internal project champion, and who has final authority on vendor selection?

Response: HR Director – Project Champion. Final authority decision – Executive Committee (EC) + HR Director

3. Is this purely an HR-led evaluation, or is IT heavily involved in the decision? What does your selection team look like?

Response: EC and HR-led. IT has been involved and is an engaged stakeholder.

4. Do you have a budget range in mind, or are you evaluating cost proposals open-ended?

Response: evaluating cost proposals.

## Scope Clarification

5. The RFP lists scheduling as an optional add-on — is that a near-term priority or something you would revisit after go-live?

Response: It is something we could revisit after go-live. Our current tool, meets our minimum requirements, we are assessing if we can achieve a more optimal product and integration with our other people management tools in our HR system.

6. For the Training Management System, are you looking to host proprietary internal courses, or do you also need access to a pre-built content library? Is Kitsap Regional Library open to an HCM provider recommending a best-of-breed LMS partner, or does it need to be part of the core HCM platform?

Response: We would ideally be able to leverage pre-built content, if available. We are building proprietary content with Articulate as well. We would be open to a

partner, assuming seamless automation between systems, retaining competitive pricing, and integration planned accordingly.

7. Regarding your current Vimly benefits connection — do you anticipate keeping Vimly post-implementation, or would you prefer benefits administration fully consolidated into the new HRIS?

We'd prefer to do benefit administration through the core system with a connector via EDI.

## Demonstrations & Implementation

8. Will demonstrations be conducted remotely or on-site? How many vendors do you anticipate advancing to the demonstration phase?

Response: Remotely

9. Is there an incumbent system or vendor being seriously considered going into this process?

Response: No

10. What does the implementation team look like on your end — how many staff hours per week can Kitsap Regional Library commit during the project? Based on your available capacity, do you have a target go-live date in mind?

Response: One of the reasons we are seeking project management in the bidding process is to support an informed decision on capacity demand and to back-plan go-live based on resource allocation. We anticipate this to be an extensive process to support data loads, quality checks, UAT, and the like. That said, we would dedicate the resources needed to support the agreed upon project plan.