



Purchasing Division
1111 Superior Avenue E, Suite 1800
Cleveland, Ohio 44114
Ph: (216)-838-0410 Fax: (216)-436-5118

Date: October 29, 2019

To: All Vendors

From: Seletha R. Thompson
Purchasing Analyst

Re: **Addendum #3 for RFP 21292 - Workday Automated Testing Solution - Re-Bid**

Below is Addendum #3 for RFP 21292 - Workday Automated Testing Solution - Re-Bid. This addendum supplements and amends the items in the Specifications. This addendum must be noted on the Addendum Acknowledgement Form found in the RFP. Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.

Response to Questions:

This Addendum #3 reflects the following:

Comprehensive Question and Answer List

1. Whether companies from outside USA can apply for this? (like, from India or Canada)

ANSWER: As long as all the requirements of the RFP and the international supplier is eligible to do business in the US and in compliance with all federal, state, and local laws and regulations.

2. Whether we need to come over there for meetings?

ANSWER: Yes attendance is required for some meetings.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

ANSWER: As long as it is permitted by federal, state, and local laws and regulations.

4. Can we submit the proposals via email?

ANSWER: No. As per Section I: Instructions to Proposers # (1 and 2) RFP specifications All responses must be received:

1. All proposals shall be made upon the proposal Form (s) furnished. All information requested in the RFP must be filled in legibly and complete with blue ink signatures, or the Proposal may be considered non-responsive. No oral, telephonic, or telegraphic proposals or modifications will be considered. Proposals shall be submitted in an opaque envelope, and the RFP name and number must be on the outside envelope of submittals including shipping labels.

2. Proposals are due at the Cashier's Office of the Cleveland Metropolitan School District, 1111 Superior Avenue E, Cleveland, Ohio 44114, before 1:00 pm. current local time on October 25, 2019. .

5. What is the level or number of process changes do you make each quarter?

ANSWER: Weekly service updates by Workday plus 2 release updates. Moderate level of business process changes.

6. Are there customization (about integrations) and if so what percentage of your processes contain customizations?

ANSWER: We make District configuration changes.

7. What are the current interface interaction points? (API, Web, Desktop, SQL Database?)

ANSWER: API and Web

8. Will automation testing be conducted in a dedicated environment?

ANSWER: Yes in our sandbox and sandbox preview tenants.

9. Will data be available and how frequently will it be updated?

ANSWER: Production copied to sandbox every week (Friday evening) and sandbox preview is refreshed automatically with the new software release per Workday Schedule and as needed.

10. Do you have data management system already in place, or do you have one in mind?

ANSWER: No.

11. Describe your environment/Release Management. How frequently are changes released across the estate?

ANSWER: Workday releases occur twice a year.

12. Have you evaluated or shortlisted and any test automation tools already?

ANSWER: Please refer to the RFP.

13. Do you already have a test management / defect management tool in place?

ANSWER: Please refer to the RFP.

14. Are there existing manual test assets?

ANSWER: Yes.

15. Is your manual test case library up to date?

ANSWER: Test scripts are up to date but we do not have a centralized library.

16. What level of detail are your manual test cases written to?

ANSWER: Please refer to the RFP.

17. Have you attempted test automation before?

ANSWER: No.

18. What is your current test capability? Is it in-house, contracted? How many people are currently testing?

ANSWER: In-house and approximately ten employees conduct testing.

This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

Each bidder shall acknowledge receipt of this Addendum in your bid response.

Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.

RFP Response Date

November 4, 2019 no later than 1:00 PM (EST)

--End of Addendum #3--