



**Request for Proposal  
RFP No. 250324**

**Annual Leave Exchange Program Administration**

**Q&A Addendum No. 1**

**This document provides question and answer information pertaining to the above captioned RFP.**

**REMINDER: It is the Respondent's responsibility to thoroughly read and examine the entire RFP and any addenda to the RFP.**

1. Regarding the required document USAS Combined Certification, what is the Contract #, Description, Agency Name, Vendor #, to fully fill out the form?

Answer: The Contract # should be "N/A"; the Description should be "RFP 250324"; the Agency Name should be "University of Arkansas" and the Vendor # should be "N/A".

2. With regard to the following RFP criteria: "Employees with disciplinary warnings or actions related to leave within the previous 12 months may not participate in the leave exchange program." Can UAS confirm they are willing to provide that data on the demographic file?

Answer: Yes, UAS will provide this data.

3. For proposal submissions, do we need to send to BOTH UAS (1 signed original hard copy and two soft copies) AND emailed copies to Segal? Or can we just send to one of the recipients?

Answer: Yes, proposals must be submitted to both UAS and Segal. For UAS, respondents must submit one (1) signed original and two (2) soft copies of their Proposal (i.e., USB Flash drive) labeled with the respondent's name and the Bid Number, readable by UAS, with the documents in Microsoft Windows versions of Microsoft Word, Microsoft Excel, Microsoft Visio, Microsoft PowerPoint, or Adobe PDF formats; other formats are acceptable as long as that format's viewer is also included or a pointer is provided for downloading it from the Internet. For Segal, electronic only is fine.

4. Can you please supply the correct VPAT form for us to complete? There are several to select from on the site we were directed to.

Answer: VPAT 2.5 WCAG (November 2023).

5. Can we embed videos of a platform demo into a Word document or PPT in our proposal?

Answer: Yes, we would like to have the embedded examples and/or temporary access to a live system or demo system.

6. Can we include additional documentation to provide more detail about our functionality beyond the questions asked in the Workbook?

Answer: Yes, but keep it concise and limited to five or less additional points.

7. What determines employee eligibility for the PTO exchange program?

Answer: Eligible for annual leave, having the minimum required number of accrued annual leave hours, and not having a disciplinary warning within the last 12 months.

8. What is the conversion rate of available time to monetary value, and how is this calculated?

Answer: UAS has elected a 14% reduction in the exchange value.

9. Is this currently being calculated by Workday or another system, or is the expectation for the vendor to do the calculation?

Answer: UAS will perform the calculation and pass to the vendor on the eligibility file.

10. What units of time are available to convert? (i.e. days, half days, individual hours, etc)

Answer: Hours.

11. Are there any limits or restrictions as to what or how time can be converted?

Answer: Employees may exchange a maximum of 80 hours annually.

12. What is the purpose for capturing the employee's address?

Answer: The address is an optional requirement.

13. Can you confirm that UAS would like the "ability to input student loan servicer information" (not server)?

Answer: Correct.

14. What is the purpose behind providing a “list of employee specific student loans available for funds allocation”?

Answer: So the employee can identify which student loans the funds should be allocated to.

15. In regards to “SSO connection from the UAS intranet or benefits portal”, what systems are currently being used for each of these? (i.e. 3rd party application or in-house).

Answer: Workday is the benefits portal.

16. Will there be a designated Project Manager or dedicated resource(s) that will oversee the implementation of the proposed solution for the PTO exchange program?

Answer: UAS would request the vendor provide a designated Project Manager to oversee the implementation of the project working with UAS team members.