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September 22, 2011

Addendum # 1
RFI 007-12
Talent Management Solution

Dear Sir or Madam:

This addendum serves as notice to answer the questions received on Request for Information 007-12 Talent Management Solution

Questions Received from Tech Shelter Group Ltd

Question # 1:

Does the Florida Department of Highway Safety and Motor Vehicles have four thousand two hundred (4200) different job titles that are each occupied by one or more employees or is the employee population four thousand two hundred (4200) people?

Answer to Question # 1:

The Department has over two hundred (200) different job titles, but most members fall into about one hundred (100) of the job titles.

Question # 2:

What is the approximate total employee population (all job titles) of the Department?

Answer to Question # 2:

We have approximately four thousand five hundred and fifty (4550) Full Time Equivalency (FTE) positions of which four thousand two hundred (4200) are currently filled.

Question # 3:

What is the approximate ratio of supervisors to employees within the total department population?

Answer to Question # 3:

The current ratio is 1:6

Question # 4:

What criteria do supervisors currently use to assess employee performance/competencies?

Answer to Question # 4:

Currently, supervisors rate their employees on performance expectations based on the job type. In the larger job classifications, these performance expectations are written by a management team. For smaller job classifications, the individual manager can write expectations. Expectations are based on the existing position description and are not tied to the agency's strategic plan or objectives. Each expectation is rated on a five-point scale (5) and averaged to yield an overall rating.

Questions Received from Saba:

Answer to Question #5:

Regarding Part B, #3: Could you please confirm what Learning Management System is currently in use at the Department?

Answer to Question # 5:

The current Learning Management System is SumTotal Maestro.

Questions Received From PeopleFluent

Question # 6:

One question we do have though, is can you provide to us your total number of employees? In the RFI you mention four thousand two hundred (4,200) 'positions', which we assume is your total approximate number of employees but can you please confirm this?

Answer to Question # 6:

Please refer to the response given for Question #2.

Questions Received From AAJ Technologies

Question # 7:

What is the proposed budget for this project?

Answer to Question # 7:

The results of this RFI will be used to develop a detailed project budget.

Question # 8:

The Department is looking for time & effort estimation on the basis of ten (10), twenty-five (25) and forty (40) job classifications? Please elaborate.

Answer to Question # 8:

Although we would like to do all job classifications, if budget prohibits it, we would like to know the cost of doing a smaller number. The cost information on ten (10), twenty (25) and forty (40) will allow us to know how many we may be able to afford and to build our budget accordingly.

Question # 9:

What is the approximate number of users that are expected to use the Talent Management System application?

Answer to Question # 9:

The approximate number of users is expected to be four thousand two hundred (4200).

Question # 10:

What is the exact number of DHSMV staff that will require training?

Answer to Question # 10:

All members require some level of training. For any electronic system that is implemented, training would need to be provided on three tiers: system administrators (ten (10) - fifteen (15) people), supervisors (approximately eight hundred (800) and four thousand two hundred (4200) end users.

Question # 11:

Are there any integration requirements other than the Department of State HRIS application and Learning Management System being used by the Department?

Answer to Question # 11:

An existing performance evaluation system exists, and some historical data may need to be imported, however, ongoing integration is not required. No other systems will need to be integrated.

Question # 12:

What is the Data Warehousing application technology being used by HSMV that extracts data from the Department of State HRIS system?

Answer to Question # 12:

We currently run our reports through Impromptu.

Question # 13:

What is the Learning Management System application being used by the department?

Answer to Question # 13:

Please refer to the response given for Question #5.

Questions Received From BOCAVOX

Question # 14:

[As listed in the Request for Information, Section 6. Response Format][inserted text] an explanation of why the suggested solution was chosen. Can you please explain what is meant here? It would seem to be more a question for the DHSMV than the vendor.

Answer to Question # 14:

This is each vendor's opportunity to explain why you selected your proposed solution, as opposed to other solutions/methodologies/technologies that you could have suggested. We would like for you to explain why this is the best overall solution for the Department.

Questions Received From SumTotal

Question # 15:

Part 6, Question 4 – Cost - What is the current amount that your agency has budgeted for the TM?

Answer to Question # 15:

Please refer to the response given for Question #7.

Question # 16:

Part 6, Question 5 – Implementation - What is the current time line that your agency has in mind? What is your "must have in hands date"?

Answer to Question # 16:

We would like to have selected a solution by the Spring of 2012, and have Job Task Analysis completed by Fall 2012.

Questions Received From Infinity

Question # 17:

Part A: 1. Does "approved methodology" mean industry standard or approved by DHSMV?

Answer to Question # 17:

The approved methodology refers to an industry standard. Please describe the methodology your company would use and explain why.

Question # 18:

Part A: 1. Can DHSMV define "job classification" for the purposes of this RFI?
What differences are there between the job classification and the agency's job descriptions?
Can the DHSMV provide all current class codes in use?

Which Broadband job families are currently used for personnel classifications?

Answer to Question # 18:

Job classifications consist of broad job titles, for example Secretary. A job description would show the unique duties of each individual position allocated to the job classification. Each member who holds the title of Secretary can perform numerous different job duties and all still hold the title of Secretary.

Question # 19:

Part A: 2. Does this statement mean vendors would be writing the descriptions mentioned?

Answer to Question # 19:

No, the Department will take this information and develop our own job descriptions.

Question # 20:

Part A: 4. Does the DHSMV have a preference for how this training is delivered, e.g., classroom, remote/e-learning?

How many DHSMV staff would we be training?

Is the staff we would be training located in Tallahassee or at remote locations?

Answer to Question # 20:

Training may be delivered in any manner deemed effective to cover the material. All members will require some level of training. For any electronic system that is implemented, training would need to be provided on three tiers: system administrators (ten (10) - fifteen (15) people), supervisors (approximately eight hundred (800) and four thousand two hundred (4200) end users. Staff is located in Tallahassee and in remote locations.

Question # 21:

Part B: 3. Which LMS does the DHSMV currently use?

Answer to Question # 21:

Please refer to the response given for Question #5.

Question # 22:

Part B: 3. What is the desired level of integration between the LMS and the Talent Management System (TMS) (i.e., seamless integration with one student login for both systems or separate logins but shared data)?

Answer to Question # 22:

We currently use a single sign on for the LMS and would like for the Talent Management System to use the same. The systems would need to share data (i.e. low performance ratings would suggest possible training solutions).

Question # 23:

Part B: 7. Should the reporting feature in the TMS be able to pull any combination of data from just the TMS? Or should it pull a combination of data from the LMS and TMS into a single report?

Answer to Question #23:

The proposed solution only needs to pull data from the TMS.

Question # 24:

Item 9 under the Goals section of the RFI includes the goal to “automate job description system”. Does “system” refer to an existing technical system/software currently in use at DHSMV or the manual process of supervisors updating job descriptions?

1. If a specific technical system is in use, can the DHSMV identify the system and provide information about it to vendors at this time?

Answer to Question # 24:

No, we do not currently have an automated “system.” We were referring to the process of writing, approving, and filing job descriptions.

Question # 25:

What is the estimated number of end user licenses that the TMS will require?

Answer to Question # 25:

We estimate the number of end user licenses to be four thousand two hundred (4200).

Question # 26:

Does the DHSMV envision using the TMS in connection with an employee’s learning plan? Is the learning plan managed within the LMS?

Answer to Question # 26:

Yes, we would like for performance indicators to trigger possible development opportunities that would be included in the learning plan. Learning plans are not currently maintained in the LMS, however they could be. They could also be included as a part of the performance evaluation piece of the system, as the timing would be on the same schedule as performance evaluations.

Questions Received From Monster.com

Question # 27:

There does not seem to be a requirement for a pre-hire component (applicant tracking, screening, on boarding). Is there an interest from your organization for an applicant tracking system as an integrated part of the TMS?

Answer to Question # 27:

No, the agency currently uses PeopleFirst, the State of Florida's HRIS system for this purpose.

Question # 28:

Will DHSMV provide access to subject matter experts (i.e., supervisors and/or incumbents) from each job classification in order to conduct the job task analysis?

Answer to Question # 28:

Yes, the Department will provide access to subject matter experts.

Question # 29:

Can DHSMV provide any additional detail regarding the functionality required for the job description module (Part B, #6)? Specifically, does DHSMV require a repository for job descriptions or is additional functionality required?

Answer to Question # 29:

We are seeking a repository, from which data can be pulled for use in the other parts of the system (performance evaluation, succession planning, etc.). We will need to be able to search data by various fields and run reports of knowledge, skills and abilities.

End of Questions and Answers

All other dates and terms and conditions remain the same in this Request for Information.

Sincerely,



Kevin Bailey, Chief
Bureau of Purchasing and Contracts

KB/mm

CC: Kristin Watkins
Elaine Cooper