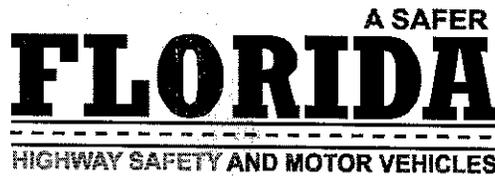


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April 20, 2012

Addendum # 3  
ITN 016-12  
Talent Management System

Dear Sir or Madam,

This addendum serves to answer the questions received during negotiations for Invitation to Negotiate 016-12 Talent Management System.

**Questions Received from Monster Government Solutions**

**Question # 1:**

Is the LMS currently integrated with the HRIS (People First)? How is that accomplished today and how frequently is the information in the LMS refreshed/synchronized with HRIS feeds?

**Answer to Question # 1:**

Our LMS is not directly integrated with People First. We get a weekly Excel spreadsheet report. A DHSMV member sorts it and checks for accuracy then the LMS has a function to upload the contents of the spreadsheet into the LMS.

**Question # 2:**

Does the existing LMS support Single Sign-On (SSO) functionality? If yes, may we have a copy of the technical document that describes the method used/supported for SSO?

**Answer to Question # 2:**

If you talking about when a member logs on to the Department network that they are automatically able to sign into our LMS, then, no, we have not implemented a single sign-on capability. However, this answer relates to our current implementation, not the potential capabilities of the LMS tool itself.

**Question # 3:**

Does the existing LMS have an Application Programming Interface (API)? If yes, may we have a copy of the provider's technical document that describes the calls that can made through the API and the data that can be retrieved through it?

**Answer to Question # 3:**

We do not know if the LMS has an API. If an API exists, the current vendor would have to be contacted directly to obtain technical documents which are not possible at this time. However, this information can be provided after the award.

**Questions Received from SumTotal**

**Question # 4:**

Are the items "Career Service, Selected Exempt Service, Senior Management Service, and Other" single select options? In another words, I can only have one of these options selected at a time.

**Answer to Question # 4:**

Correct, they are single selection options. No position or member can have more than one option selected at a time.

**Question # 5:**

Within Section 2.1 Approval Authority Use Only, which government division is responsible for filling this out? Does this fall within the responsibility of FLDHSMV?

**Answer to Question # 5:**

The majority of the time it is a FLDHSMV responsibility. On rare occasions, it is a Department of Management Services' (DMS) responsibility. When it is the responsibility of DMS to sign the document, it is a manual process on a printed page.

**Question # 6:**

If the Approval Authority is the responsibility of FLDHSMV, how do we define who has the ability to fill out these sections? Is it HR personnel, is it a manager, is it a bureau chief, etc?

**Answer to Question # 6:**

Yes, this information is always filled out by HR personnel.

**Questions Received from ADP**

**Question # 7:**

Page 24 (4.1.2): With regards to the Position Description Form (Attachment VIII): Will DHSMV expect the data to be input into the performance management system manually or does it come from a source system(s)?

**Answer to Question # 7:**

We would expect a first time mass upload from an Excel spreadsheet and then manual entry as changes occur.

**Question # 8:**

Page 24 (4.1.2): With regards to the Position Description Form (Attachment VIII): If source system(s), even for some data elements, can DHSMV identify the source system and identify which data elements will come from which system? (Data does not have to be down to every field but an idea of the volume and the sources would be instructive.)

**Answer to Question # 8:**

Several fields would come from a People First generated spreadsheet, such as position number, broadband, FTE class code, county code, EEO, Special Risk, overtime, CAD, supervisor info, position exemption and etc. Items such as duties, responsibilities, knowledge, skills and abilities would have to come from Excel spreadsheet or Word document data created by the vendor currently doing job task analysis on many of our positions. DHSMV will continue conducting job task analysis on positions not completed by the vendor, and those would need to be entered manually.

**Question # 9:**

Page 24 (4.1.2): With regards to the Position Description Form (Attachment VIII): If manual data entry, for some, what data elements are expected to be entered? (Data does not have to be down to every field but an idea of the volume and the sources would be instructive.)

**Answer to Question # 9:**

Based on the answer to question #8, manual entry would be minimal initially, but all fields would need to be manually entered and edited in the future. For performance data such as duties, responsibilities, knowledge, skills and abilities, the TMS will be the primary data source and would be the entry point for such data. It is our desire that the performance management data in the TMS would populate appropriate fields on the Position Description Form.

**Question # 10:**

Page 22, 4.1.2(a), Can you please define what Career Service is asking to track? Is it position/job history?

**Answer to Question # 10:**

If you are referring to the selection options on Position Description Form, then please refer to the answer for Question #4.

**Question # 11:**

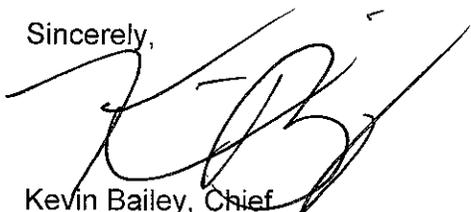
Were any of the vendors participating in the demonstration phase of the procurement process eliminated as a result of the combined score? Can the DHSMV disclose the relative submitted price rankings of the vendors participating in the BAFO process?

**Answer to Question # 11:**

This is an active procurement solicitation and therefore, any information regarding any procurement documents, decisions or pricing cannot be released at this time.

**All other dates and terms and conditions remain the same in this Invitation to Negotiate.**

Sincerely,



Kevin Bailey, Chief  
Bureau of Purchasing and Contracts

KB/mm