

**Salem State University**  
**RFP 2017-05 HCM System for Human Resources**  
**Addendum 4: Additional Questions and Answers**  
**Date: November 18, 2016**

**1. Overview**

This addendum consists of questions that have been submitted to Salem State University after the Pre-Submittal Conference Call.

**2. Questions**

I have two questions in reference to the RFP 2017-05 Human Capital Management System for Human Resources:

1. The RFP asks for financial statements. We are a profitable company and are part of a bigger enterprise but our company policy is to not disclose our financials. Will this prevent us from being considered for this project?
2. The RFP asks about experience setting up HR systems for higher education clients. If we don't have clients in this space, will we not be considered or will you be okay with looking at a bigger picture and evaluating the proposal in the context of the total value for the university?

**3. Answers**

The RFP, p. 22, Part 6 states that "proposals *must* (emphasis added) also include the following details about your company:"

1. "Financial statements for the last three years." The failure to provide such statements will prevent the bidder from being considered.
2. "References - please provide us with three Higher Education clients that are similar in size to Salem State." The failure to provide such references will prevent the bidder from being considered.