



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

## ADDENDUM # 3

To: File 1901-918-65-4876

**QQ/RFP for: Human Resources Management Consulting Services**

*The following questions were asked as they relate to the scope for “Implementation of a new departmental organizational structure, including Human Resources Business Partners”*

**Question 1: Is SAHA expecting recommendations or opportunities to outsource existing HR processes or activities?**

**Answer 1: Not as part of this process.**

**Question 2: What are the expected deliverables outside of a new structure?**

**Answer 2: A new structure is not expected. Coaching and mentoring the Director of Human Resources through the implementation of the approved organizational structure and the software implementations are expected.**

**Question 3: Is SAHA expecting recommendations or opportunities to outsource existing HR processes or activities?**

**Answer 3: No.**

*The following questions were asked as they relate to the scope for “Implementation of additional technology to accelerate staffing, onboarding, and performance evaluation processes”;*

**Question 4: IS SAHA requesting the vendor provide coaching on new processes developed for hiring, onboarding, and performance management?**

**Answer 4: No. We are requesting the vendor provide coaching during the implementation of the hiring, onboarding, and performance management modules.**

**Question 5: Describe what is meant by “implementation”. Does SAHA expect the vendor to develop and train on the acquired technology modules?**

**Answer 5: No. We have another consultant procured to implement the modules and train on the three modules that will be implemented.**

**Continued on Next Page**



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***The following questions were asked as they relate to the scope for “coaching and mentoring departmental leadership”;***

**Question 6: What is the goal of the coaching and mentoring?**

**Answer 6: To ensure successful implementation of the new organizational structure and software modules.**

**Question 7: How many people will need coaching and mentoring?**

**Answer 7: One.**

**Question 8: How much coaching/mentoring do you envision, i.e. weekly, monthly and for what duration?**

**Answer 8: We are looking for the Consultant to suggest how often they envision coaching/mentoring is needed for the up to 4-month duration of the project.**

By: Shayne Everett-Endres  
Shayne Everett-Endres, Purchasing Agent

Date: January 29, 2019