The purpose of this amendment is to: 1) provide responses to additional questions submitted by potential offerors. See responses in blue on page 2 of this amendment; and 2) extend the due date for proposal to Monday, July 18, 2022 at 2:00 pm.
### AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

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<tr>
<th>2. Amendment/Modification Number</th>
<th>3. Effective Date</th>
<th>4. Requisition/Purchase Request No.</th>
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<td>A02</td>
<td>July 13, 2022</td>
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<td>Document Management and Human Resource Consulting Services</td>
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### A. OFFEROR QUESTIONS AND RESPONSES:

1. Will a discovery call be held before July 15th? **There will not be a pre-proposal conference.**
2. Is the vendor expected to be on-site? **Most work will be done off-site. If so, what percent of the time? TBD**
3. What is the estimated number of documents that need to be electronically filed (moved from individual hard drive(s), etc. to a shared location)? **Over 200**
4. Will digital transformation services, document imaging and scanning, be needed? Is this a large-scale scanning project requiring hundreds of paper records to be scanned, indexed, and filed? **No**
5. What is the estimated number of paper documents/hard copies that need to be digitized (converted to pdf) and moved to the shared location? **None**
6. Are the policies and procedures needed to be reviewed for all stages of the employee lifecycle? **Yes**
7. When were the SOPs last updated? **May 2021**
8. Approximately, how many forms need to be reviewed? **SOP, templates (offer letters, Selection Certificate, HR Score Card, Checklists)**
9. Approximately, how many templates need to be created? **The templates do not need to be created, they need to be reviewed and updated (offer letter, new employee orientation email that is sent out by the HR Specialist, personal action checklists, Selection Certificate, HR Score Card)**
10. What was the volume of personnel actions (new hires, promotions, reassignments, and separated employees) in 2020 and 2021? **The volume does not affect the services to be provided.**
11. Please provide clarification regarding the employee handbook vs the employee hiring package (section C.4.3). **Handbook has the rules that govern OAG Employees. The Hiring Package, which is part of the Handbook, contains documents that the new employee reviews and/or signs upon coming onboarding to OAG. Section C.4.3.1 is revised to read as follows:**

   “1. The contractor shall review and revise the Employee Handbook, including compile and enhance OAG HR’s employee hiring package (“HR Hiring Package”), included within the Employee Handbook, used by HR Specialists and provided to employees at time of on-boarding. The Employee Handbook Hiring Package will provides a How-to-Guide for HR employees and directs employees on how and where to access forms, templates, policies and procedures that the employee will need as part of their on-boarding orientation to OAG.”

12. It is best practice to have an employment attorney review updates and changes made to employee handbooks, and HR forms. **Does OAG have an employment attorney in-house to review the updated forms and employee handbook, ensuring compliance with applicable state and federal laws? Yes, we have Legal Counsel and Personal Labor and Employment Division to review employees' handbooks to review compliance with all federal and state laws.**