



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM

SOLICITAION NO.:	RFP-0334	RFP ISSUE DATE:	May 20, 2025
ADDENDUM NO.:	1	ADDENDUM DATE:	May 30, 2025
SCHEDULE NAME:	Family Medical Leave Act (FMLA) Administration Services	OPENING DATE:	June 16, 2025 4:00 pm ET

The following information is being provided in response to questions received for this RFP:

- 1) Number of leaves in the past 12 months?
a) 208 in 2025 (calendar year)
- 2) What is the current arrangement in servicing your leave administration? Is it handled in-house or by a third-party administrator?
a) KCTCCS has a 3rd party administrator currently.
i) If it is provided by a TPA, can you provide their identity?
(1) Offerors may request open records for contract information: <https://systemoffice.kctcs.edu/about/open-access-to-information/open-records-request.aspx>
- 3) Is the intent to engage a vendor to fully manage an administer FMLS leave on your behalf – including direct communication with employees and healthcare providers – or are you seeking a technology platform the enables your internal HR team to manage FMLA administration more efficiently?
a) Requirements are included in the RFP document, Section 3. The successful Offeror would fully manage FMLA leave. The 3rd party administrator would communicate with employees, healthcare professionals, and KCTCS HR representatives.
- 4) Can you clarify the frequency and format of data imports from PeopleSoft?
a) There is not a data import in place at this time.
i) Is there an existing API or SFTP process in place?
(1) It is preferred for the new contract to have data import which will be via secure file transfer / bi-monthly.
- 5) Will KCTCS require bi-directional integration (e.g., status updates pushed back to PeopleSoft)?
a) No, there is not a requirement to provide a file feed back to KCTCS.
- 6) Are there any third-party systems (e.g., payroll, timekeeping) that need to be integrated beyond PeopleSoft?
a) No
- 7) Will KCTCS require support for intermittent leave tracking or only continuous leave?
a) Both continuous and intermittent leave.
- 8) Are there any union-specific or college-specific leave policies that differ from standard FMLA?
a) No, there is one FMLA policy for all KCTCS employees.
- 9) Will KCTCS require support for other leave types (e.g., ADA, state-specific, parental) in the future?
a) No
- 10) What are the specific quarterly and annual reporting requirements? Are there preferred formats or KPIs?
a) Quarterly and annual reporting requirements (reporting is not currently in place)
i) Total number of leaves
ii) Types of leaves
iii) Trending reports
- 11) Will KCTCS require audit logs or historical case data migration from a prior system?
a) In order to ensure appropriate FMLA leave tracking, it will be necessary for leaves from the prior 12 months to be imported from PeopleSoft and the current carrier.
- 12) What is the expected go-live timeline post-award in October 2025?
a) KCTCS plan to award by July with a go-live date by October 1, 2025.
- 13) Will KCTCS require on-site training or is virtual onboarding preferred?
a) Virtual onboarding is preferred.
- 14) How many HR users will need admin-level access to the system?
a) Approximately 5 (this number could vary slightly).
- 15) How many company policies do you have? (Does not include FMLA or State policies)
a) 21 HR administrative policies; 18 HR Board policies; 21 HR administrative procedures.
- 16) Do you have union groups? If so - how many? If no - great! If yes, Do you have any policies related to these unions? If yes - how many?
a) KCTCS does not have union groups.

- 17) Do you require legal review of the communications?
a) No.
- 18) What is your leave process like today? Are you manual or are you using a system like ADP/ Workday or something else?
a) Leave is tracked in PeopleSoft Time and Labor; FMLA leave is entered with special FMLA indicators.
- 19) Do you want to bring over historical data? If yes - how many cases do you have and where are you housing them today
a) In order to ensure appropriate FMLA leave tracking, it will be necessary for leaves from the prior 12 months to be imported. KCTCS has had 208 in 2025 (calendar year). PeopleSoft tracks leave hours; TPA tracks leave status and documentation.
- 20) What is your current accommodation process? How are you tracking it?
a) KCTCS does not track ADA accommodations currently.
- 21) Will KCTCS consider value-added services (e.g., ADA module, employee self-service) in the evaluation, even if not scored?
a) KCTCS is not considering other value-added services at this time.
- 22) Is there flexibility to propose tiered pricing based on usage or additional modules?
a) No. Please submit pricing per the criteria on the cost worksheet.
- 23) What does item #6 on page 4 refer to – Extension to Other Institutions? Can you elaborate on this? Do you have a list of these institutions, and would they be willing to abide by the MNDA (Mutual Non-Disclosure Agreement) terms?
a) Under public procurement law, other public agencies may "piggy back" on other state contracts if allowable by the provisions set forth in the RFP. This RFP is requesting extension to other public institutions of higher education in the state of Kentucky. Other universities would abide by substantially the same terms and conditions set forth in the resulting contract unless otherwise negotiated with the University utilizing the KCTCS contract as a legal contracting vehicle at that time.
- 24) Please describe the current solution you are using for FMLA administration? In-house or outsourced to what current vendor?
a) KCTCS has a 3rd party administrator currently.
i) If outsourced, current PEPM pricing?
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- 25) Average number of FMLA leaves over the twelve months? and 2 years?
a) Over the last four years we have averaged around 311 FMLA leaves per calendar year.
- 26) Currently, how many FMLA leaves are you experiencing?
a) We currently have approximately 50 active FMLA leaves.
- 27) Do your employees currently call in for leave? or paper request? Or use a website?
a) Leave request and approvals for vacation, sick, etc. is managed through electronic entry into PeopleSoft (ERP).
b) FMLA leave is managed through paper applications to start the process, and then the actual leave time is recorded in PeopleSoft electronically.
- 28) Will electronic signatures be accepted?
a) Authenticated electronic signatures will be accepted for signatures on required documents submitted in response to this RFP.
- 29) Can the Excel document be loaded into Bid Locker as a solo document or combine it into the RFP response document?
a) The financial cost spreadsheet (excel document) should be submitted as a separate document on Bid Locker. It will not be counted in the 50-page limit requested in Section 15.

The time to submit questions for this Request for Proposal has now expired. No further questions will be accepted.

All other terms, conditions & specifications remain unchanged.

Offerors must acknowledge receipt of this and any addenda either with solicitation or by separate letter or email prior to award of contract. If by separate letter, the following information should be placed in the lower left-hand corner of the envelope:

RFP No.: RFP-0334 Title: Family Medical Leave Act (FMLA) Administration Services
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Name of Firm: _____

Authorized Signature: _____