



RFP Conference Call Meeting Minutes

PROJECT: Vendor Pre-Bid Conference Call for Workforce Management Software RFP 24-33-SSP

MEETING LOCATION: Conference Call

MEETING DATE/TIME: June 7, 2024, at 4:00 P.M. EDT

Attendees:

Moffitt Cancer Center: Nicole Ogrodzinski, Paula Lopez, Robyn Tipton, Brenda Graham, Bonnie Irvine, Miki Williams, Nathaniel Gray, Shelly Segal, and Trillany Jacobson

Vendors: HealthStream, Hyland Software, Premier, Inc., Shiftwizard, Symplr, QGenda, UKG

Notes:

- **An overview of the RFP was given by Nicole Ogrodzinski:**
 - Moffitt Cancer Center is transitioning from Infor to Workday for ERP, promoting a review of workforce management solutions.
 - Evaluating the current system, UKG Kronos, and considering other available options.
 - Heavily weighted towards nurse scheduling with payroll integration considerations.

- **Moffitt Diversity**
 - Moffitt Cancer Center recognizes the importance of supplier diversity in its business and procurement practices. The center encourages the participation of certified minority, women, veterans, LGBT, and disability-owned business enterprises at both the prime vendor and subcontractor levels.

- **Questions and Answers:**

Question #1: Brian Briggs (Symplr): Asked about the timeline for the new system's implementation and the possibility of extending the submission date.

 - a. Nicole responded that the implementation would align with the ERP implementation, roughly 18 months after the implementation partner was selected, and agreed to extend the submission to June 21st, 2 PM EDT.

Question #2: Ryan Christensen (UKG): Sought clarification on the diversity requirements in the RFP.

 - a. Trillany explained that the 15% spend goal is a best practice but not mandatory for self-fulfilling contracts.



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Question #3: Nina Angelo (HealthStream): Asked if the extension would apply to all vendors.

- a. Nicole confirmed it would.

Question #4: Brian Briggs (Symplr): Requested a definition of “signature scenarios” and asked if vendors could get a blank scoring card.

- a. Nicole explained that signature scenarios are real-life examples for demos. Trillany confirms that Moffitt does not share scoring templates.

Question #5: Jason Carlino (QGenda): Asked about specific analytics and reporting requirements.

- a. Robyn, representing nurse scheduling and payroll, detailed various reporting needs, such as self-scheduling utilization and shift postings.

Question #6: Ryan Christensen (UKG): Asked for confirmation that the workforce management system and ERP implementation would be parallel.

- a. Nicole affirmed this, emphasizing strategic timeline alignment.

Question #7: Brian Briggs (Symplr): Asked about the interface required with other systems.

- a. Nicole stated the primary interface would be with Workday, with potential integrations with Cerner and Teletracking for patient data.

Question #8: Brian Briggs (Symplr): Inquired whether the scoring for the demos would include components related to EHR integrations.

- a. Nicole responded that the scoring would consider the system’s ability to interface with EHR, particularly for patient data and acuity-based scheduling.

Question #9: Jeremy Brewer (Symplr): Sought clarification on whether timekeeping would be included in the new system.

- a. Nicole stated that Workday likely handles timekeeping but is open to evaluating all capabilities.

Question #10: Brian Briggs (Symplr): Asked about the number of clocks and the number of staff that would be managed by the system.

- a. Brenda stated that there are currently 69 clocks, with plans to add more, bringing the total close to 90-95. Brenda provided an estimate of 3,700 scheduling records which will be increased to 10,000 employees, with about 35-40% being salary.



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Question #11: Richard Hernandez (HealthStream): Asked section 5.53 about the number of departments covered by the scheduling system and the need for API/event-based integration.

- a. Brenda stated that there are currently about 80-90 cost centers, potentially increasing to 100 with the new buildings. The types of integration are needed with systems like Workday, Cerner, and Teletracking.

Question #12: Richard Hernandez (HealthStream): Inquired re section 5.54 about specific automation capabilities.

- a. Brenda emphasized the time-consuming nature of the current manual process and expressed a desire for a more automated solution. Bonnie encouraged everyone to contribute their best solutions for the project to make the process less time-consuming.

Proposals are due by June 21st, by 2:00 p.m. EDT through Symplr/MD Buyline.