

**Human Capital Management, Payroll and Timekeeping System (HRIS/HCM)  
Addendum #1**

**Bidders Conference Friday, September 7<sup>th</sup>:  
Questions and Clarifications**

- 1. Do you want to run the solution on premises or have it hosted?**  
We are interested in both types of solutions. We don't have a preference at this point.
- 2. Does ADP use a hosted environment?**  
We currently use ADP in a hosted environment
- 3. What version of ADP are you running currently?**  
Payforce
- 4. What is the process for your selection?**  
The Request for Qualifications is a high level selection addressing our “must have” requirements. We will then create a ‘short list’ and bring in those vendors for demonstrations. From there, an RFP will be submitted to those shortlisted vendors and a selection will be made.
- 5. Are you in a contract currently with ADP? How long is that contract run for?**  
Yes. The contract currently runs for another 4-5 years. We are currently looking for a solution that offers more features than what we are receiving with ADP currently. At present, we use ADP to cut our checks but we are looking for a much more full featured payroll solution and with the ability to still use ADP to cut checks. We are a broader range of services than what we are currently receiving from ADP.
- 6. Do we currently use an electronic time keeping system?**  
We want to move away from the system we are currently using since it is mostly a paper system. The solution we are looking for is to take us to an electronic timekeeping system.
- 7. Are we planning on keeping ADP for that portion of the work or moving away from that contract?**  
There are no plans at this time to move away from the contract we have with ADP but that decision whether to continue that contract or not, has not yet been determined. The contract with ADP is strictly for payroll processing services only.

This includes: cutting checks, processing the benefit payments, withholdings and tax payments.

**8. Do you want pricing on physical time keeping devices as part of this response?**

No, this is not necessary. If we get to a point where we find this option would be of benefit, it will be discussed at that time. If it is determined that this is needed it would be very limited; most likely to those departments that don't access a PC regularly.

**9. Is this phase 1 of the County's overall project for the County's ERP program?**

There is potential there, but we are not ready to commit to that at this time.

**10. Can you provide an overview of what the 'needs' are today for this project and how we got to this point?**

We are currently using a hybrid system of some databases, Excel, and PeopleTrak. PeopleTrak is our current HRIS and is used primarily for benefits, program management and general employee information. The driver for this project is from a budgetary stand point and being in negotiations and position control. The current systems do not link data between modules and most of the work has to be done manually. Our way of performing projections is limited and we are limited in the metrics and reports we can provide to departments.

On the payroll and timekeeping side, the drivers are we have a lot of manually intensive processes and a variety of systems out there. We are looking to drive consistency and efficiency across our payroll and timekeeping operations. One of our major goals is to integrate the HR, employee functions with the payroll processing and timekeeping functions. We use a lot of cumbersome, labor intensive, and manual processes.

**11. Do you currently have a union? How many?**

We currently have 7 union groups

**12. What does your team look like to manage this on premises? Do you have the resources to manage a complete system as this?**

It depends on the architecture of the solution. We have about 15 IT staff, 100 servers, 2 iSeries servers, and 9 facilities on our WAN and we manage them ourselves. We have the skills in house. A hosted solution is attractive in that it is managed but cost is a factor. Ultimately, we want to find the right solution for the county from a cost effectiveness standpoint.

- 14. Has the County established a budget for this? Is the budget in response to this entire list of requirements? Is the budget set up to come from Capital Expenditures or as an operational expense?**

We don't have a budget that we are ready to publish but the amount was developed with all of those requirements in mind. We are looking at it to be an operational expense and not a capital expense.

- 15. Are we looking for a lower up-front cost and more of a recurring cost?**

Implementation funding is budgeted as an up-front cost and then ongoing maintenance as a recurring cost.

- 16. Is this something budgeted this fiscal year or to start next year?**

Yes, it is budgeted to begin this fiscal year

- 17. What type of access does the population have? Mobile Devices and computer access?**

Nearly everyone has access to a computer. If we had a good solution that worked on a mobile device, then we would expect that there could be some adoption of that solution if we had it.

As mentioned, a lot of departments use a manual process of physically writing their timesheet and turning them in to staff that then enter it into their own 'stand alone' timekeeping system. And there are some work teams that do not regularly access a PC.

- 18. What is the timeline? RFP in November? Tentative timeline, get these back, do demonstrations? Are you sending the RFP to all respondents or a select few?**

The goal is go through and see who best meets the requirements of the project, solution set, client references, etc. and from that to create a short list. We will then have the vendors on that short list to come for a detailed presentation of their systems' capabilities; focusing on those items highlighted in our RFQ as 'must haves.' Following that review, we will issue an RFP to those selected vendors on the short list to include additional information and actual pricing.

- 19. Are you working with any outside consultants in the development of your requirements?**

We have not done so yet, but we are discussing this option.

**20. Has there been any consideration as software as a service, multi-tenant, versus a hosted, versus an on premise bias?**

We are open to all of these options; and have no bias one way or the other.

**21. Have you had any vendors on site for demonstrations in the last year? And who are those vendors?**

ADP has come in for a demo. We also have done a lot of online research and discussions in our research phase but we do not have any bias or decision toward any one vendor. We really don't know enough about any particular vendor to make any decision.

**22. Who is your current financial system provider?**

HTE Sungard

**23. What is the County's tolerance for risk? And are we open to things such as partnering for development of functionality or banking on future functionality?**

If we are comfortable with the suggested partnering, we are open to listening to those options. There is not a lot of tolerance for a commitment for future developments for our 'must-haves.' If we find that our must-haves are not feasible, we would have to look at those requirements and determine an outcome. Other features and functionality or those items indicated as "preferred" would be acceptable as items for future development.

**24. Is a thoroughly functioning budget system a requirement?**

No, we are looking for human capital expense tracking such as impacts of personnel changes in a snap shot in time or in the future. This information is for projection planning.

**25. Are you looking for tools that are taking month to date budget usage and variances?**

No, our current financial system has tools to handle current budget and expense comparisons.

**26. If we are proposing a partnership suggestions, how would you like this presented?**

If you mean are we open to partnering on system development, please explain how much exists, and how much would be future development.

If you mean partnering through a third party or subcontractor, please provide details regarding the partnership, who they are, their qualifications, experience...

**27. Are you looking at replacing your current Recruiting Module?**

We don't have an automated recruiting module. We currently use an Access database. We follow a merit based system, rules for merit resolution, etc. are online on the County's Human Resources page. The requirements we have are a little more involved than what is considered normal in the private sector.

**28. Is the recruiting module a preferred or must have?**

The recruiting module is not a requirement per se, but the system needs to have a module that can provide the functionality of a recruiting module, including tracking applications, merit, ranking, and disposition.

**29. What is the intent to bid form?**

The intent to bid form is used to establish our contact list. This form is not required but if received, we will send out an email when any new information is posted to the County's solicitations page including any addenda.

**30. Have you reached out to any other counties in California for information in the marketplace?**

Yes. We have reached out to our peers in many California counties as well as jurisdictions outside of the state. Mostly for polling what is being used.

**31. Is it a requirement to have a public sector reference?**

Public sector has some unique requirements and that is why we would prefer to receive those public sector clients as references, but it is not a requirement.

**32. Has the evaluation committee been determined? Will it be from finance, HR, IT, departments?**

It will be a mix of all of those including the possibility of some fiscal people from our larger departments.

**33. Have we reached out to other counties?**

Some of the budget that we have developed is based on conversations with other jurisdictions that have done more recent solicitations.

**34. Are you looking software and services? Total Estimate of a project?**

At this stage of the project, we are requesting the capabilities of the agency. Price will be requested of the short list in the next phase.

**35. Timing from RFQ to RFP? Process?**

First step is that we receive the responses from the RFQ. The evaluation committee reviews them. Create a short list from those responses. That short list will come in and do presentations. To that same short list, we will be issuing an RFP for pricing and additional information.

**36. How are you planning on bringing in a consultant and still remaining within your timeframes?**

If we choose to utilize a consultant, it will be for guidance in the selection process with some best practices. A consultant would not just be for the development of the RFP. The RFP is significantly complete. We are in the process of working on it right now.