



Questions

Request for Proposal RFP# ELCMDM2017-10 for Payroll & Human Resources

Please be advised all questions are keyed as submitted

1. What funding source has been allocated for the Payroll and Human Resources effort (budget, CIP, state/federal grant etc)?

Answer: Federal, state, and local dollars have been allocated.

2. How is the Department currently meeting this need? Which vendor provides the incumbent Payroll and Human Resources system?

Answer: ADP is currently our payroll system provider.

3. Would it be possible to name the three greatest challenges the Department is having with the current solution?

Answer: Using one platform from hire through the life cycle of employee, managing employees and employee files, not user friendly.

4. Which other systems will have to integrate or interface with the Payroll and Human Resources, and will the State provide incumbent vendors for each system?

Answer: ADP → MIP

5. Which operating platform does the Department currently use? / Is desired for the Payroll and Human Resources?

Answer: ADP is currently our payroll system provider.

6. What is the number of users anticipated for the Payroll and Human Resources? Backend? Concurrent?

Answer: 365 Employees, the payroll supervisor, and the 5 HR employees.

7. Who is the technical contact and/or project manager for the Payroll and Human Resources? Are the internal or external? What is their phone number?

Answer: Trish Turner and Myrna Torres will be the internal contacts. The phone number (305) 646-7220

8. Have you had any external assistance preparing this RFP? If so, who?

Answer: No

9. Does the Department anticipate any professional or consulting services may be needed to accomplish this effort? (i.e. project planning/oversight, PM, QA, IV&V, staff augmentation, implementation services etc.)?

Answer: No

10. We noticed that TLM was not mentioned in the scope of the annual limit but is currently being used. Is TLM included in the \$120,000 budget?

Answer: Time Labor Management is included in \$120,000 budget.

11. If a 3 year Price Agreement is proposed, will that alleviate the RFP process for 3 years?

Answer: This will be based on vendor performance, and the successful yearly execution of the contract.

12. For the October 5th, 2017 Presentation date, what is expected in the 20 minute timeframe? We'd like to provide a demonstration of the most current version of ADP, preferably prior to October 5th since you are expected to migrate to current version Workforce Now on October 4th.

Answer: For the presentation we would like demonstrated, HR functionality record keeping system, management information about employees, tracking for employee history, performance, education, and administration benefits. The migration date has changed due to the hurricane.

13. Can you elaborate what is needed regarding the Project Management tool?

Answer: Please see above

14. For the Driving Record Database/Online Certification, is this simply a need for storage for those components?

Answer: Yes

15. ADP Legal is reviewing your required Exhibits

- ADP Legal will very likely return the documents with red markups/changes.
- ADP Legal may only partially answer these forms.
- How will the ADP Legal review results impact ADP in this RFP process?
- **Will you be willing to accept what ADP legal provides?**
- **As the incumbent, do we need to abide by all of the instructions? Is there any leeway?**

Answer: Our Legal Counsel will review and advise.

16. What is included in the 10 page maximum limit for the RFP? Are there any items that would be excluded from the maximum (like all exhibits, appendices, pricing, etc)? Typically the pricing analysis is around 9 or so pages itself.

Answer: The 10 page maximum limit does not include our 13 required forms and certificates.

17. In attachment 3, this appears to be something we already provide. I'd like to confirm that we do not need to include any of the GL/invoicing in the documentation we submit during this process.

Answer: Attachment 3 is just a sample.