

UTILITIES COMMISSION
City of New Smyrna Beach, Florida
200 Canal Street
P.O. Box 100
New Smyrna Beach, Fl. 32170-010

April 3, 2018

RE: RFP 12-18 Human Resources Information System ADDENDUM **No. 1**

To prospective vendors:

The Utilities Commission is issuing the following addendum. **As such it becomes an integral part of the proposal and must be acknowledged by the return of this signed form, with your proposal form, acknowledging receipt of the addendum.**

The following questions have been asked and are answered below:

- 1) Please find attached hereto a Mutual Non-Disclosure agreement (“NDA”) to be executed by an authorized officer of Utilities Commission City of New Smyrna Beach. The purpose of this agreement is to protect Confidential and/or Proprietary information for both participating parties. (Vendor) asks that you submit the signed NDA back within 24-48 hours, so that we can accommodate completing your RFP within the designated timeframe. Upon receipt of your signed copy of the NDA, (Vendor) will return a fully executed NDA back to Utilities Commission City of New Smyrna Beach for your records.

The Utilities Commission understands the vendors concerns regarding confidential and/or proprietary information for both participating parties. In response UCNSB is incorporating the following verbiage into RFP 12-18 Human Resources Information System:

Upon receipt by UCNSB, responses to solicitations become public records subject to the provisions of Florida’s state policy on public records, Section 119 Florida Statutes. If you believe that any portion of your response is exempt you should clearly identify the specific documents for which confidentiality is claimed, and provide specific legal authority of the asserted exemption.

See question number 2 below.

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- 2) UCNSB by this addendum changes Page 4 Item number 2 of the General Terms and Conditions of RFP 12-18 to read:

SEALED PROPOSALS: AN ORIGINAL PROPOSAL AND 5 COPIES plus a USB Flash Drive must be in the reception area of 200 Canal Street by the date and time specified. Your proposal shall be labeled with the following information:

- a. Name and address of Proposer***
- b. RFP number***
- c. Date and time of RFP Opening***

Should the proposer feel that any information submitted in response to this RFP is proprietary and or confidential you must submit a redacted version of your proposal in addition to the required number of copies.

- 3) On page 5 #10 there is a reference to “A bid Form is provided...” Is the Bid Form just this entire document or is there some other form we need to download off your website? We just want to be sure there is no other form that we need to use, and that we just answer the questions after each question on this form that is attached. Also that we just fill out the several forms that are inserted.

Follow the directions on pages 28 through 30. Insert your pricing under Evaluation Factor (Tab) 2 Implementation Costs and Service Fees. You do not need to fill out an additional form to provide pricing.

The questionnaire and required forms shall be submitted under Evaluation Factor (Tab) 5 Completed Forms.

Fill out Page 30 in its entirety.

- 4) What system are you currently using for HR and Payroll?

As stated in the RFP, Microsoft Dynamics Great Plains

- 5) How many user licenses will you require?

Software costs should highlight the difference between standard core licenses, modules and enhancement costs and third party software licenses.

Licensing must allow a separate test environment. Please describe any limitations of the test environment installation.

Please list licensing fees (per workstation/location) for product software if applicable.

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- 6) Is there an anticipated date when a vendor will be selected? (An Award Date)

*Goal is to have vendor selected and implementation complete by 10/1/2018.
Would prefer to start a new system with a fresh fiscal year.*

- 7) Is the current compensation planning process annual (focal) for all employees or anniversary based on hire date?

Anniversary based on date in position.

- 8) What other variable compensation adjustments (if any) would a system need to handle? Bonuses, etc.

Currently none but in the future would like pay for performance adjustments.

- 9) Do managers have discretion in merit awards?

Not in amount, just whether the employee has earned the annual increase.

- 10) Are compensation managers/approver given a pool of dollars they can distribute?

No

- 11) What factors are used to determine merit increases? Is there a formula or range based on performance? Can managers deviate from this formula?

Currently the salary schedule is fixed. Employees earn an increase each year with satisfactory performance. No formulas currently.

- 12) Are all 170 employees (union & non-represented) on bi-weekly pay period? If not what is the breakdown of employees with pay period?

Yes

- 13) What is the number of live checks issued per month?

About 14 (7 employees bi-weekly so two months would have 21 paper checks)

- 14) What is the number of employees on direct deposit?

161 were in March 2018

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15) How many garnishments are processed per month?

Two types

16) How many employees are garnished per month?

8 employees bi-weekly

17) Will you need carrier connects: If so, How many?

If referring to the system connecting to insurance carriers, such as medical to communicate enrollments/changes, then about 3 carriers. If something different, please provide more detail.

18) How many active jobs do you have posted monthly?

If you are referring to job openings, it varies.

19) Are you evaluating new background check companies?

No

20) If so, how many background checks do you run per month?

N/A

21) What type of background checks do you run?

N/A

22) Do you need ACA Reporting & Management?

Yes

23) Number of benefited employees?

163

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24) Are all benefited employees on the same benefits plan? If not, please provide details.

Some benefits vary by tenure (i.e. Personal Leave Time Accrual and dependent health coverage contribution)

25) What benefits are offered?

Fully insured medical, dental and vision (employee medical premium covered 100% by employer; dependent coverage covered between 50-100% depending on tenure); basic life insurance at 1x salary paid by employer; AD&D coverage at 1x salary paid for by employer; short-term disability insurance paid for by employer; voluntary long-term disability coverage; voluntary supplemental life insurance coverage; EAP paid for by employer; voluntary supplemental coverages (accident, cancer, etc.); Personal Leave Time (PLT) accruals starting at 21 days (increases based on tenure); 11 paid holidays; boot allowance; company issued and laundered uniforms; education reimbursement.

26) Do you need E-Verify?

Already use E-Verify

27) Do you need Performance Management? If so, how many people will you be evaluating annually?

Yes. Currently 163 employees

28) How will employees be logging hours? What method and how many of each would you need/number of employees logging hours on each device? Timeclock (Wall Clock), Web/computer, Mobile application, IVR (800#)

Depends on what is offered. Various methods would be ideal.

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- 29) What type of integration is preferred into Microsoft Great Plains?
Fully-automated integration/two-way communication
Semi-automated integration/import files

GP doesn't need to send information to the HRIS, but the HRIS will need to send information to GP

Acknowledgment of Receipt of Addenda No. 1

Company_____

Title_____

Signature_____