



REQUEST FOR PROPOSAL
For
Human Resources Management Information System
Bid Number: 091418

August 31st, 2018

Questions and Answers:

Q1: The current vision is to migrate from cloud based HRIS solution to a solution more aligned with the structure and functionality of Fresno EOC and its programs." Is the vision to move to an on premise solution or another cloud solution?

A1: This vision is to remain with a cloud solution.

Q2: Do you have a 403(b) or 401(k) plan? Which provider is it with?

A2: Yes. We have a 403B and 457B plan. Transamerica is the 3rd party administrator.

Q2b: If yes, who is the financial advisor?

A2b: RBG Benefits Group

Q3: Which broker/firm handles your employee benefits?

A3: Internal or Alliant (?)

Q4: How many employees participate in medical/dental?

A4: Medical: 863; Dental: 905

Q5: Do you use a benefit administration tool currently?

A5: Yes. Tool through Ascentis with our TPA benefits administration system (Pinnacle)

Q6: Regarding Novatime, what type of clocks do you use?

A6: We primarily utilize internet-clocks at workstations / kiosks along with less than 10 physical time clocks with fingerprint scanners.

Q7: How many employees clock in?

A7: Several employee groups are still transitioning to electronic time keeping. 900 employees are estimated to clock in.

Q8: The RFP states a partner will be selected by October 30. When are you looking to go live?

A8: January 1st 2020



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Q9: What is prompting your organization to make this change?

A9: Being reviewed as matter of best practice and always looking for software to meet the agencies changing needs.

Q10: Would you be kind to give us some idea of the budget? It will help us put forth an appropriate solution.

A10: \$165,000 - \$300,000. The most efficient and cost effective solution will win the bid. Price is important.

Q11: Will you be considering a complete overhaul of your current application or are you open to an approach of considering a move to a cloud HRIS with your current payroll integrated to it?

A11: Yes. A complete overhaul.

Q12: Are you considering full cloud option or are you open to a hybrid approach of an On-premise and cloud?

A12: Full Cloud

Q13: What is the time duration envisaged for the project - The payroll transitioning itself will consume time hence it is important to understand what is envisaged at your organization end.

A13: Fully transitioned by January 1 2020

Q13: Will you be open to an Onsite - offsite (including an offshore) approach for delivery?

A13: Fresno EOC is open to onsite and remote approach but not offshore. Delivery approach must be within the continental US.

Q14: Page #1, Proposal Submission: Can vendors provide the email submission on September 14 and ship the binders for delivery on September 18?

A14: NO, Qualified firms are invited to submit a proposal (an original and four (4) hard copies) meeting the requirements described herein must be received no later than 2:00 p.m. Friday, September 14, 2018

Q15: Page #3, item 1d. Transfer existing HRIS data from Ascentis to new system. How many years of historical data should be included within scope?



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A15: We'd like to keep everything in Ascentis as far back as year 2000 for employment verifications and the like.

Q16: Page #6, item (4) includes what are the capabilities to incorporate and store historical information for:

- a. Employer information – Pay History
- b. Employee self-service – Check and W-2 history

Is this historical capability in reference to once the new system/service is live or is this in reference to transferring historical information from your current system? If this is in reference to loading historical information from current system, then please provide the number of years of historical information to include within scope?

A17: Both - Since 2000

Q18: Page #12, item (7) Proposed Fee Structure / Pricing (30 points)

All proposals must state the maximum total compensation for performing employee benefit insurance brokerage services for the term of the agreement.

Describe any and all fees for services to our plan under this proposal and payment terms which are available in terms of frequency (monthly, quarterly, etc.) and if payment is in advance or in arrears for that period.

A18: Fresno EOC no longer uses an insurance brokerage. Disregard the statement above.

Q19: Who are your insurance carriers? (i.e. Medical, Dental, Vision, Life, Disability)

A19: For Medical and Vision: Pinnacle Claims Management, For Dental: Delta Dental, For Life: Symetra Life, For Long Term Disability: Reliance

Q20: Is specific grant reporting needed from the time system?

A20: Yes, for cost allocation