

**ADDENDUM 1
RFP 07-2021
Human Resource /Payroll (HRIS) System
December 17, 2020**

This addendum addresses questions that have been asked regarding RFP 07-2021 Human Resource/Payroll (HRIS) System.

NOTE: The Human Resource/Payroll (HRIS) Pre-Bid Meeting was held on Monday, December 14, 2020. You can find the recording at www.mohave.edu/procurement.

Q - MCC's timeline is very aggressive and I am afraid we will struggle to meet it especially with the winter holidays limiting the resources available to complete everything and ship the hard copies by the January 15th

A - Mohave Community College has agreed to a **two week extension** for the Human Resource/Payroll (HRIS) RFP 07-2021. **The new DUE DATE will be January 29, 2021 at 4:00 PM (AZ Time).**

Q - Would it be possible to allow vendors to submit responses electronically? Due to the COVID-19 outbreak, employees at our offices are following government orders to work remotely making it difficult to prepare a hard copy response (with ink signatures) for submission. We would like to be able to provide our responses electronically to meet all proposal requirements in the timeline specified.

A - **Hard copies are preferred as they are easier for the Evaluation Committee members to read, make notations, compare and score. However, MCC will accept emailed submissions if the vendor feels they are not able to provide the hard copies as requested in the RFP.**

Should you submit via electronic submission – please follow up with our procurement director to ensure it has been received.

Q - We would also like to know the format of the response you would prefer....Word document or power-point?

A - **The College needs the response to be in word document form and following the format described in the RFP in Section III on page 13.**

Q - For the teachers who you spread pay (9 months paid as 12), do benefit deductions come out only during the school year, or are they also spread over the 12 months?

A - **Only during the 9-month employment period.**

- Q - How do you plan to track earned vs unpaid salary (example, the teacher earned their full school year pay during the school year, but choose to spread it over the full year.)
- A - Currently, all compensation is paid as it is earned during the 9-month employment period. Faculty designate a sum to be withheld (post-tax) from their 9-month paycheck. That sum is deposited into a business office account and is paid out from accounts payable over the summer, divided equally between five biweekly checks over the summer months. We are not opposed to another way of doing this, but we only know what we know.
- Q - Out of respect for our client's information, may we provide detailed references after you have narrowed your search to the finalist stage? We can provide ample testimonials, videos, etc.
- A - Yes. Mohave Community College will ask for detailed references after we have narrowed our vendors to a "short list".
- Q - How many HCM extracts are there?
- A - Unknown.
- Q - What are the type of extracts are developed?
- A - Unknown.
- Q - How the securities are defined?
- A - Permissions tied to employee position.
- Q - What are the EoY activities in Payroll configured?
- A - Unknown as to what you are meaning - W2, 1095?
- Q - What are the approvals in each module?
- A - Unknown.
- Q - What are the interfaces in the entire HCM modules (both inbound and outbound) OTL, Payroll, Comp, Learn, Absence, Taleo?
- A - Unknown.
- Q - Any custom Reports/Analysis/Infolets etc. for All Modules?
- A - Yes.
- Q - All the documentation for the current system is needed - will this be made available during the discovery phase of project
- A - Yes.
- Q - Is onshore presence required for onsite? Are you comfortable with the use of offshore consultants?
- A - Offshore consultants are allowed, however, we prefer on-shore data storage if utilizing a cloud solution.
- Q - Are you open to considering a Cloud solution for your new HCM and Payroll system?
- A - Yes. Provide detailed security information and/or your latest SOC report.
- Q - Briefly describe your most complex business processes and the applicable functional area that you are looking for leading edge solutions.
- A - All of the business processes are complex when using multiple products to accomplish the operational and strategic work of HR/Payroll. We are looking to a

single product that is fully functional (desired functionality listed in RFP) and will allow streamlined and automated processes.

Q - Are there integrations to other legacy main frames? How many interfaces/integrations will have to be supported? For how long will the legacy support be present?

A - Possible integration with Jenzabar (J-1) for a 2-3 year timeframe.

Q - Can you share the target state application architecture diagram with all the integrations for the with the application systems?

A - I'm genuinely confused as to what they're asking here. 😊

Q - Can we assume System /Functional testing and UAT Support to be carried out by the respective functional teams? However we would recommend a Test Lead throughout to define test processes.

A - Yes - functional teams; lead is probably the CHRO

Q - On page 7, #1 under "MCC's current Employee Services Information" - there is a reference to "work-study" employees. Our legal folks have asked us to get clarification on what areas / modules of the solution "Work Study" employees utilize?

A - Work study employees are college students who are awarded financial aid through an on-campus, part-time job. These student workers require access to most things that any other limited duration, part-time employee would. The main difference is in the payroll processing - student workers are exempt from Social Security withholding.

Q - Reference page 9 of RFP 07-2021 in Section II Statement of Work: Human Resources Management System Requirement- Benefit Management: Will the college require Affordable Care Act Tracking and Reporting and issuance of IRS Form 1095C and filing of IRS Form 1094C?

A - Yes.

Q - Reference Page 10 of RFP 07-2021 in Section II Statement of Work: Payroll System Requirement # 5: How many W-2's are generally issued (on average) each year?

A - Between 700 and 800.

Q - Reference Page 8 of RFP 07-2021 in Section II Statement of Work: General System Requirement # 8
What third party systems or types of systems do you anticipate requiring an interface for?

A - Currently, Jenzabar (J-1) only, if the HCMS can fulfill all of the requested functionality.

Q - Reference Page 7 of RFP 07-2021 in Section I - how many employees, on average, are part time (under 30 hours per week)?

A - Non-exempt part-time (on time cards) - 166; Exempt part-time (no time cards) - 174. PT employees are not all on payroll at the same time, it varies throughout the year based on the semester schedule.