

McHenry County Government Center
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September 20, 2019

ADDENDUM #2
RFP #19-28 Re-RFP HRIS & Payroll Services
Due October 3, 2019 no later than 2:00PM (CST)

Additions & Clarifications to RFP

- Question #1:** Can you please help clarify the employee count listed in the RFP at approximately 1,800. How many Full Time and Part Time employees are included in that count? Also, Does that count include the occasional Election Judges? If not, approximately how many Judges are brought on to facilitate your elections?
- Response: There are 1,023 full time and 195 part time employees. There are 1,200 active election judges; 700 were paid for the general election and 600 were paid for the primary election.
- Question #2:** The RFP states approximately 1800 employees and occasionally some 1099s. Can you tell us if the 1800 is your average monthly W-2 employees? Or year-end W-2's?
- Response: The County issues approximately 1,200 checks per payroll and issues approximately 1,500 W-2s at year-end.
- Question #3:** Does the scope of the RFP include:
- Printing and distributing W2s on behalf of McHenry County?
 - Providing ACA compliance/reporting services on behalf of McHenry County?
- Response: The scope of the RFP includes printing W2s and potentially includes distributing W2s. We are looking for information and options available for distributing W2s. (I.e. web-portals, etc.) Providing ACA compliance/reporting is currently managed through a separate contract, but we are open to review this option if proposed. However, it is not a mandatory requirement of this RFP.
- Question #4:** Could you please list current vendors for each of the modules in-scope for this project?
- Response: The current vendor's system has a payroll module, HRIS module and E-time module; all from ADP.
- Question #5:** What are the top 3 challenges you face today with your current provider?
- Response: There are no challenges with the provider; only the system. The hardware platforms are not supported. Reporting is limited and cumbersome. The current system does not track updates to laws or allow budget forecasting for payroll. There is an overall lack of functionality due to the age of the system.
- Question #6:** How much IT involvement do you foresee with this project AFTER implementation? How much IT involvement would you like to have in maintaining the new HCM solution?
- Response: This will vary depending on the solution proposed/provided.
- Question #7:** Is staying with your current solution an option? (Is doing nothing an option?)
- Response: No. No.

All Other Terms And Conditions Of The RFP Remain The Same

- Question #8:** Do we need line by line responses to the questions in the specifications section of the RFP? Pages 11-16. If yes, General section, #5 simply reads Public Safety (Police), more information is required
- Response: Yes. Can the system proposed accommodate scheduling shift workers for Public Safety (Police)?
- Question #9:** What solutions do you currently have in place for HR, Timekeeping and Payroll?
- Response: Refer to Response #4.
- Question #10:** What challenges are you facing with the existing solution(s) if any?
- Response: Refer to Response #5.
- Question #11:** What is driving you to look at new solutions now? I.e. Contract has expired? Desire for new functionality like mobile, automated workflow, document tracking, on boarding, etc.?
Ability to further automate complex union rules? Reduced costs?
- Response: Refer to Response #5; Yes, Yes, Yes, Yes, if possible.
- Question #12:** Are HR functions centralized or does each department have their own individual HR teams with separate processes?
- Response: Yes, however some departments maintain their own personnel files.
- Question #13:** Are Payroll functions centralized or does each department have their own individual payroll teams with separate processes?
- Response: Yes; however some departments have time-keeping teams (not payroll teams).
- Question #14:** Are all employees on the same bi-weekly pay cycle? If not, can you explain any pay cycle variations (i.e. alternating bi-weekly, etc.)?
- Response: Yes; however, we maintain two (2) pay groups. Election judges are on an alternating cycle.
- Question #15:** Do you have any employees that live outside of IL?
- Response: Yes (Wisconsin)
- Question #16:** What percentage of your employees are paid via direct deposit?
- Response: 91%
- Question #17:** Do you prefer for checks to be drawn from your account or from a vendor trust account?
- Response: We do not prefer checks to be drawn from our account. We currently fund payroll by wiring the vendor a day in advance.

ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN THE SAME

Question #18: Can you confirm you have 12 total unions based on the list below obtained from your Web site? If additional unions exist, can you provide contract information?

- FOP Unit 1
- FOP Unit 2
- FOP Unit 3
- Local 150 – Transportation
- Local 150 – Facilities
- MAP Circuit Court
- SEIU Animal
- SEIU Coroner
- SEIU Valley Hi Nurses
- SEIU Valley HI Support Staff
- AFSCME Court Services
- AFSCME County Clerk

Response: Yes

Question #19: Does each union have distinct work and pay rules that need to be accommodated by the system?

Response: Yes

Question #20: Does each union have distinct accruals policies that need to be accommodated by the system?

Response: Yes

Question #21: Does the County have a preference for how the solution is deployed. I.e. Do specific departments need to be live ahead of others for Timekeeping?

Response: The County expects everyone to go-live at the same time.

Question #22: For performance management:
How many different forms are used for performance reviews (i.e. is their a different form for hourly vs salaried)?

Response: Countywide, there is a single form. Some departments currently use additional forms determined by other factors.

Question #23: How many different compensation cycles are there?

Response: Refer to Response #14.

Question #24: Regarding your requirement that each vendor must certify their ability to import disk files, can we assume electronic transfer of data is also acceptable?

Response: Yes; encrypted transfer is preferred.

- Question #25:** In response to vendors questions from your previous RFP, you stated you were managing FMLA, Military, VESSA, etc. manually and that automating eligibility tracking, intermittent leave etc. was not a requirement. Is this still the case?
- Response: Yes
- Question #26:** How do you currently handle COBRA tracking and what are your requirements for automation?
- Response: COBRA is outsourced; no plan to change.
- Question #27:** What is the County's budget for initial implementation of this solution?
- Response: To be Determined.
- Question #28:** What is the County's budget for on-going payroll costs?
- Response: To be Determined.
- Question #29:** How was that budget established?
- Response: N/A
- Question #30:** Did you meet with any vendors prior to the RFP to preview solutions? If so, which vendors?
- Response: No. The County treats all vendors equally.
- Question #31:** Is it your intent to integrate with scheduling systems for departments with atypical schedules or are you looking for a new system to automate (police, health care, corrections, etc.)
- Response: Yes, the County would prefer a system capable of advanced scheduling.