



Answers to Inquiries
RFP #2326-03 | Payroll and HRIS Services

Inquiries	
Question	I'd like to confirm the approximate number of total users of the system
Response	We would like pricing for 100, 150, 200 and 250.
Question	Also, with the RFP response submission, do you accept electronic file submission or do you require hard copies to be mailed to you?
Response	At the present, we require hardcopies and an electronic copy.
Question	On the Time and Labor Management component do you require physical timeclocks? If so, approximately how many and what type? i.e. biometric? swipe card?
Response	We have no specific required type. Certainly not manual but would be open to whatever is most efficient for employees (Exempt and non-exempt). There is a need for employees to track their time by the quarter hour.
Question	ADP will need to clarify what they can commit to regarding service response times. Need prospect's clarification if same day response is an acknowledgement or actual remedy. Some items like request for a custom report creation may require
Response	We require same day response that would include solving issue. Custom reporting would need an estimate of time and money it would take to produce.
Question	FMLA tracking – Could the group clarify their expectations here? Based on response, we may need MetSoft or a 3 rd party partner; especially where they noted hours in the RFP; as you know WFN can only track # of days taken without MetSoft.
Response	We need all tracking tools to stay within the rules and regulations of the Federal Government and the State of Florida.
Question	Customizable rules for training, who writes the system rules, who can enter system. – Is this a question regarding the access permissions and changing rules after implementation? Or does this pertain to specific day-to-day actions within the Scheduling tool? If the latter, please define or provide examples.
Response	This question needs clarification.



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Question	The system does allow the hiring managers to evaluate different areas of evaluation such as competency, skills, etc. with a rating from 1-5 stars available as well as the capability for the manager to note whether the manager is inclined to proceed further, not inclined to proceed with this candidate, or whether the manager needs a second opinion. Would this be sufficient for applicant ranking process?
Response	Yes.
Question	Ability to send scheduling invites with days and times available to multiple candidates at the same time. When candidate selects a day and time, it is no longer available for other candidates to choose. Appointment is auto entered on the hiring managers schedule. Cannot accommodate the MASS fashion described, but CAN schedule interviews within the tool for individual candidates. Can you confirm whether this is a Need to Have or Nice to Have capability?
Response	Nice not need.
Question	Also, ensure adequate training for any changes to the system (upgrades, law changes, etc.). With regard to law changes, our solution does not provide updates to legal changes automatically with the exception of certain required legal documents like the I-9. Please clarify what "law changes" you are referring to?
Response	Federal Government and State of Florida law changes.
Question	Job Description Template for each position---are they looking for sample job descriptions in our DB or are they bringing in their job descriptions? As you know, HR Assist offer job description templates but we can't sell that yet.
Response	No need for sample job descriptions.
Question	Ability to incorporate performance evaluations. – Is this for candidates or existing employees? If candidates, may require 3 rd party partner?
Response	Existing employees.