

**Elkhart County Government**  
**HRMS RFP**  
**Questions and Answers for Bidders**

**Question 1**

Is there a budget established for this project? If so, is it published and or noted in your adopted budget? If so, where can I find a copy of the adopted budget?

**Answer 1**

We do not have a set or established budget at this time.

**Question 2**

Will vendors be selected for onsite demonstrations and discovery? If so, when will that be done?

**Answer 2**

We will let each vendor know if we would like an onsite demonstration, once we review the completed RFP's, sometime after 9/16/19. We will work with each vendor on a date and time, at the time we request a demonstration.

**Question 3**

Is there a functional matrix as part of the RFP?

**Answer 3**

Currently, there is no functional matrix that will be included in the RFP.

**Question 4**

Does the county prefer an on premise, hosted, or true cloud/true SaaS solution?

**Answer 4**

We would prefer a true Cloud solution, but we are also open to an on premise and hosted solution.

**Question 5**

There are a number of sections with questions under Scope of Services beginning on page 15. Is it to assume that this is the scope of work/functionality that you need? For example, you need: Recruiting and onboarding, benefits management, time and attendance, employee self-service, Workforce compensation, performance management, payroll,

**Answer 5**

Yes, we desire a system that will encompass all of the functions we list and question throughout the RFP.

**Question 6**

Will you be replacing and/or keeping existing time clock hardware or do you require this vendor to provide?

**Answer 6**

We do not currently have time clock hardware in place that flows through to timesheets. We are looking into this. We are hopeful that the new Human Resource Management System will encompass this.

**Question 7**

Do you want vendor to process payroll or are you wanting to keep that in house with vendor providing software application?

**Answer 7**

We would like the vendor to provide the software application, but will continue to use our employees to process the payroll.

**Question 8**

Please confirm that the full time number of employees is 1000.

**Answer 8**

We currently have 857 full time/regular part time employees. Regular part time employees have partial benefits (vacation/sick accruals, holidays and PERF).

We currently have 150 part time employees. This number does fluctuate.

**Question 9**

You are asking for financials as part of the RFP response. As a privately held organization, we do not provide financials until we are a shortlisted vendor in your process. Will we be penalized for not providing financials as part of the RFP response?

**Answer 9**

Financial information may be submitted as confidential and not subject to public disclosure under Indiana Code 5-14-3-4(a)(5). Failing to provide financial information does not lead to the imposition of any penalty but may be considered by Elkhart County in the responsiveness of the proposal. Without

financial information, Elkhart County may not be able to determine the financial soundness and stability of the vendor with respect to its ability to perform.

**Question 10**

In the Question and Answer addendum, you indicate that you will use the new software application to process payroll in-house, however, the RFP indicates that you want vendor services around tax processing and filing, quarterly reporting, and W-2 preparation. Would you clearly outline what payroll functions you would like to perform in-house using the software application and which you would like the vendor to perform on your behalf?

**Answer 10**

We are unsure what our current in-house payroll department processes will look like with a new human resource management system. We are open to vendor suggestions and alternative solutions. Please refer to pages 23-25 of the RFP, for our current payroll department processes and functions and our needs for the future. Our current system assists in tax processing and filing, quarterly reporting and W-2 preparation. We would expect the new system to continue to assist our payroll department in these processes. We do not necessarily need the vendor to perform these items on our behalf. However, if there is a better solution to our current processes, please include your solution in the RFP response.

**Question 11**

We just learned of your project, will you consider an extension to the deadline?

**Answer 11**

We are not extending the deadline at this time.

**Question 12**

On Page 5, although I did make note of the anticipated award date and contract effective date I did not see mention of a target go-live date for the implementation. I do see the comment "The HRMS is expected to begin implementation by January 1, 2020" my interpretation is that means the implementation project work starts January 1, 2020. Is that a correct interpretation? Does that mean the County intends to go-live on January 1, 2020?

**Answer 12**

We would like to begin implementation on January 1, 2020. We do not expect to "go live" on that date.

**Question 13**

On Page 30, I see the comment "Provide an overview of the implementation methodology phases" and I interpreted that as a request for us to explain the phases from Design through Test, Training, and go-live. Does this also mean the County is receptive to Phase 1, Phase 2, etc... where each Phase, like a standalone Project, has its own go-live to deliver specific functionality?

**Answer 13**

We are open to a phased in implementation and are interested in your response as to how that process will work, whether it be separate go-live dates or one go-live date.

**Question 14**

One question my team has is how long of an initial contract term is the County looking for with its selected vendor for this RFP.

**Answer 14**

Elkhart County intends to find a long-term solution with the HRMS; the initial term is not specified as the vendors may have differing solutions to offer; renewal options would be important to include to demonstrate a sustainable long-term solution.

**Question 15**

Exhibit A includes two copies of a Non-Collusion Affidavit, the two pages appear identical. Were two pages provided intentionally, do we need to include two notarized copies in our RFP response? Is it a requirement that the Affidavit be notarized by a notary public in the State of Indiana, or can it be notarized by a notary public in another state?

**Answer 15**

If two copies were provided it wasn't intended. One notarized copy would be fine; it can be notarized in any state.