RFP for Municipal Payroll Service
Questions and Answers

1. I wanted to know regarding this RFP how many FEIN's the City has.

   Answer: We have two FEIN numbers: one for the City and one for the RDA. However, for payroll purposes, we only use the City's FEIN number.

2. Page 4 -#19: The Contractor shall have the capability to maintain different types of accumulator balances the City designates. What are some examples of these accumulators?

   Answer: Just a few examples follow: PER-> PERS Regular Earnings, PRS-> PERS Special Earnings, BP-> Base Pay. These are used during Payroll Calculations and for other reporting/tracking needs. As a point of information, there are many more accumulators than these.

3. Page 5 - #30: The Contractor shall offer integrated Leave Management/Payroll capability, or integrate with the City's existing Leave Management system.

   The city's leave accrual is maintained by an integrated Payroll/HR/Benefit system. The Leave Management system is reading information from all the Payroll, HR, and Benefits modules to do the calculation. The contractor who is going to provide services to our Payroll system needs to have the capability to do the same calculation by reading data from our existing HR and Benefits modules.

4. If integrating with the Leave Management System, what information is needed?

   Answer: At a minimum, for the various types of leave offered by the City, the following is needed: Service Hours, Hours Earned, Taken, Bought, Sold, Adjusted, as well as the capability to compute the dollar value of said hours. These hours should be tracked/accumulated by Pay period as well as Quarterly and Yearly, both Fiscal and Calendar. The calculation formula also needs the leave plan the employee is enrolled (maintained in the Benefits module) and the service years the employee has been with the city (maintained in the HR module).

5. How many digits are used in the City's 1300 labor distribution codes?

   Answer: Up to 25.

6. Page 5 -#28: Can the City provide a sample of the coding structure and GL file specifications needed for the GL interface between the Payroll System and Oracle?

   Answer: If needed, samples can be provided once a 'short-list' of potential vendors is identified.

7. Paychex will provide services pursuant to our Agreement (attached). We will not sign the Agreement provided in the City of Costa Mesa RFP. Is this an acceptable condition for the City?

Answer: City Attorney to provide answer.

8. The RFP requests alternatives for the payroll, or possible replacement of the Oracle PeopleSoft HRMS, Benefits and Time and Labor system. Will you be removing this system eventually and using the new contractor's system as your core data repository?

Answer: The City doesn't have a plan to do so at this time.

9. Do you see the city eliminating the Oracle platform to a much more affordable system?

Answer: The City doesn't have a plan to do so at this time.

10. Will Oracle's consultant's be available to assist with the integration specs? Will there be a cost for their assistance?

Answer: If Oracle involvement with integration is needed, this can be facilitated. Of course, there will be additional costs, but what those might be is unknown to the City at this time.

11. Do the employer groups; executive and confidential run off the same ID, same database or do you want separate databases?

Answer: The city separates different groups of employees by paygroups, workgroups, salary plan, job classification, and some other method, but only one database is maintained.

12. The RFP states Contractor must be able to track and cancel checks etc. Do you want the checks written off the contractors account?

Answer: The Contractor will provide direct deposit using the City's bank account.

13. Do employees currently have a "self service" feature to access earning statements and PTO balances via cloud computing through the Internet? If not, are there any defined rules in regards to this procedure?

Answer: This information is available to employees through the City's InTRAnet. At this time, access through the Internet is not permitted for security purposes.

14. How many employees are predicted after the layoff notices are enacted? This is important for volume on the pricing.

Answer: Unable to determine at this time.

15. The following questions refer to the deliverable items in the RFP:

Answer: Is there a question here?

16. Is the city open to exploring technology and services beyond the scope of just payroll processing? These would include Human Resource Services and Benefits Administration.

Answer: Yes

17. Is the city open to exploring a vendor/client relationship wherein the vendor will supply all technology and services (production, tax, garnishment, reporting, direct deposit, employee/manager self service) but the city will maintain a payroll generalist or manager to be the on-site employee responsible for the ADP/City relationship.

Answer: Yes

18. Positive pay: For off cycle checks, or checks requiring reissue between payroll cycles is the city expecting to transmit paydata from correction and production or is the city willing to process off cycle checks at their offices and updates transmitting on the next regularly scheduled transmission date?

Answer: Normal procedure is to re-update manually when the check is re-issued. Note: File transmittal only occurs as part of the regular payroll cycle.

19. Retro pay Adjustments: is the city asking for special off-cycle production where the vendor is to do the calculations for corrections, or is the city asking that the vendor provide corrected retro pay as a part of a regularly scheduled cycle? Back dated adjustments may impact tax deposits and filings.

Answer: Both

20. How much maintenance is currently required for these tables, especially in the categories of Compensation and Earnings Tables, organizational tables and General Ledger tables?

Answer: The compensation, earnings and deduction tables may have almost daily maintenance when setting up for a new calendar year or implementing MOU changes. Outside of these time frames, they are relatively static, as are most of the other Core tables.

21. Same questions as on number 27 (Can you provide a list of applications that have an active service agreement.)

Answer: See item 27

22. a) General Ledger posting: is the city suggesting that the vendor will have access to the city's accounting and financial system in order to post the G/L?   b) If so, please provide the platform (Web or Premise-based), the Application, the Version and the Vendor.

Answer: a) No. We will specify a format for the interface between the vendor system and the City's G/L system. b) The product is Premise-based, PeopleSoft E and G General Ledger, Release 7.5x . The vendor is Oracle.

23. Can we get a copy of the 2012 IT budget?

Answer: The City's annual budget can be accessed on the City's website.

24. Will the City provide a work area for onsite IT staff?

Answer: Yes

25. Can we get another onsite meeting?

Answer: There is not one scheduled at this time. If one is scheduled, potential contractors will be notified.

26. Would it be possible to sort the list of applications into levels of criticality. Tier 1 business critical, tier 2 important etc…?

Answer: Given that the City's existing HR, Time and Labor, Payroll and Benefits environments depend upon data from each other, all applications in use are Tier 1, business critical.

27. Can you provide a list of applications that have an active service agreement?

Answer: All HR/Payroll applications are covered under an Oracle service agreement. Contract specifics may be outside the scope of this RFP.

28. What are the brands of the other networking devices and firewalls?

Answer: HP and Juniper.

29. Would the City consider out of country resources for application development?

Answer: The City will consider all proposals made.