



## **ADDENDUM NUMBER FOUR**

**DATE:** January 13, 2017

**TO:** ALL PROPOSERS OF RECORD

**FROM:** LYN MAJESKI, ACCOUNTING DIVISION MANAGER

**PROPOSAL:** FINANCIAL MANAGEMENT AND UTILITY BILLING SOFTWARE AND IMPLEMENTATION SERVICES

This addendum forms a part of and modifies the proposal specifications for the above item currently due by January 19, 2017 at 2:00 P.M. (local time, EST) at the City of Oak Ridge, Central Services Complex, 100 Woodbury Lane, Oak Ridge, Tennessee.

### **ITEM 1 – Questions/Requests received from Potential Proposers**

1. In Appendix A, Risk Management is mentioned in the Summary tab under Human Resource/Payroll/Risk Management, could the City clarify which questions or sections in Appendix A are specific to Risk Management?

Section 1: Worker's Comp documenting and tracking – A

Section 7: Worker's Comp – A

Section 10: Insurance claim reimbursement processing - A

2. In the Cost summary section of the RFP, the City indicates: Cost summary: an overview of all expenses, providing one price quote for the entire system and a separate quote for each individual module\*. Our solution is a fully integrated solution and normally is not priced by modules. Will it negatively impact our bid, if we provide pricing for ERP (HR/Payroll/Financials) as one price, and Utilities etc. as another price etc.?

Please refer to the Vendor Selection Criteria in the RFP.

3. For clarification of the number of users, could the City please provide us with rough estimates of the employee breakdown such as: “How many employees and how many W2 reports are issued per year?”, “How many salaried employees are remunerated?”, “How many hourly employees are remunerated?”, and “How many volunteer staff, if any, are tracking time?”

A round estimate on the number of W-2's sent out annually would be approximately 480.  
Salaried/Exempt employee #:30  
Hourly Employees #:360  
Volunteer Staff #: Volunteers don't track time.

4. Recruitment- The RFP indicates that the City currently has no recruitment system. Could the City please provide additional information on what is the current recruitment process and what is the volume of recruiting on an annual basis?

The current recruiting process utilizes the professional services program InDeed to post job openings. Upon reaching the designated cut-off date all received applications are logged manually by an employee. The pool is further reduced manually by staff to those applicants with the qualifications to potentially fill the position. The applications provided are not searchable increasing the time taken by staff to scan for key phrases and qualifications. The annual number of applications processed under our current InDeed recruitment system is estimated around 2500.

5. Data Conversion Requirements – the RFP indicates a desire to convert “All years” for many items including HR. Could the City please provide additional information such as the type and known number of records per year as well as details such as: Is it Active employees and those terminated within the go live year or all active and terminated employees for the past XXX years etc.?

The preference would be for active and terminated employees going back as far as possible. Types of files would be insurance claims, insurance information, personnel folders, and leave slips (just to name a few). The data would be sensitive as it has several forms of personal information. I believe the best method for remaining competitive in the bidding process would be to break down the costs based on years to be included. HR does not have a guestimate on the number of total records.

6. Could the City provide additional details on employees that will not need access to the system but may be paid through payroll such as Police, Fire, library etc., as well as the number of users that may need to track time only?

This information should be determined by department; however, it is expected that at least 160 employees will need access to the system, including four Personnel Department employees.

7. Could the City provide us the number of IT resources and a list of their skill sets?

The Information Services Department includes: Information Services Manager, Senior Systems Analyst, two Senior Information System Technicians, and four Information Systems Technicians.

8. The RFP mentions:” The City desires a “Turn Key” solution that will be primarily supported by the vendor. The City of Oak Ridge’s Information Services Department is available to assist the vendor; however, most support should occur through secure remote access”. Could the City please provide clarification that this paragraph refers to post implementation support?

The City is requesting support post-implementation for our Information Services staff and super users. We are not requesting end user support. Whatever remote access is required must be secure.

9. Could the City please provide a breakdown of number of Full time, part time and seasonal users/employees based on the Systems and applications outlined on page 6, 7 and 8? For example, how many Full time, part time and seasonal users will be accessing the individual items under the main categories such as General Ledger- financials, payroll, travel reimbursement or Human Resources/Payroll – timekeeping and self-service HR etc.

This information should be determined by department. The Personnel Department would have four (4) full time individuals who would access information through the chosen system.

10. Could the City provide additional information on how it is currently supporting and complying with FERC?

The City supports and complies with FERC by providing TVA with documented back-up that relates TVA/FERC accounts with current City account numbers. The City also files monthly and annual reports with TVA that are manually entered through the TVA Online Connection/Distributor Annual Report System (DARS).

**\*\*\*\*\* Acknowledge receipt of this addendum with your Proposal \*\*\*\*\***