

RFP#2021-3: HRIS / Payroll System Questions submitted and answers provided

1. What is Child Care Group's estimated budget for this project?
Total cost to TBD; RFP was issued because this project will be in excess of \$250K over five years.
2. How many employees does Child Care Group have?
400
3. PAF Form – Please confirm what this means to your organization and how you plan to use it?
PAF Forms are Personnel Action Forms that create a paper trail for employee changes (pay change, termination, promotion, etc.)
4. What G/L system do you use?
Abila is the GL System that ChildCareGroup uses.
5. Do you have a home department but need to clock hours to different departments? Or do you have a static labor allocation to specific grants that they need to divide up? What does it mean to you that someone is in multiple positions and departments?
We have a variety of grants that employees have to allocate their hours to. Some employees only have one allocation code, others have several.
6. What do you mean by geofencing? Some of our client want reporting with coordinates of latitude and longitude, and some want to use IP restrictions with static IP address. Sometimes geofencing means different things to different people. Can you please clarify what you are looking for?
Please let us know about all timekeeping restricting capabilities your HRIS has (IP restrictions, geofencing using latitude and longitude, etc.)
7. Are rates tied to locations, to the job itself, or a combination of factors? How are you tracking it currently – IE: labor allocations, etc? If you have multiple rates, do you work multi rates within a pay period? If so, how are you handling weighted average overtime calculations? How often do these locations change, and are they in an area that has locality tax?
No locality taxes. Rates are tied to a combination of factors through allocations.
8. Proposal Endorsement Form – We are unable to sign this form. We do not allow signed RFPs to become a final contract.
This form must be signed and submitted with your proposal to be considered for this contract.
9. Proposal Certification C – We are unable to sign this form, we are not Drug Free Workplace compliant. This was also in the notes provided by the RFP group.
This form must be signed and submitted with your proposal to be considered for this contract.
10. Proposal Certification D – We are unable to sign this form as sales managers are not authorized to contract on behalf of Company X. We also do not allow RFPs to become part of any final agreement.
This form must be signed and submitted with your proposal to be considered for this contract.