



MEMORANDUM

TO: RFP 23-006

FROM: Aaron Flure, Purchasing

DATE: September 12, 2022

RE: Addendum -RFP 23-006-01

I. Question and Answer

1. Number of Employees?
500 – 600 if you include faculty, staff, students, graduate assistants
2. Payroll Frequency?
Bi-Weekly
3. Are all employees located in NM? If not please provide the other states.
No, Colorado, Texas, Florida, New York, California, Oregon, Illinois
4. Will All employees use direct deposit?
No, some are issued checks.
5. Will you need Workers Comp Insurance?
No
6. Are you interested in time and attendance and or time clock solutions?
Yes
7. Will the successful bidder process retirement deferrals?
Yes
8. Will the successful bidder enter hours, and maintain company or employee data?
Yes
9. Are any of the following services needed:
 - a. COBRA Administration
Yes
 - b. ACA Reporting and Compliance
Yes
 - c. Talent Management/HRIS Software
Optional, need to learn more
 - d. 401k Integration
Alternative retirement plans

- e. Electronic Employee Onboarding
Optional, need to learn more
- 10. Current payroll software/provider
Banner

***Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**