



## MEMORANDUM

TO: RFP 23-006

FROM: Aaron Flure, Purchasing

DATE: September 20, 2022

RE: Addendum -RFP 23-006-02

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### I. Additional Question and Answer

1. What system is used to track time for hourly employees?  
**A combination of Banner Time Entry and Infinitime (Bio Metric Time clock) are used.**
2. Is there any need for timeclocks?  
**Yes, the Infinitime solution is currently used for Facilities and campus Police; however, NMHU needs to expand the use of timeclocks to a broader base of non-exempt staff.**
3. How is PTO managed and tracked?  
**Paid Time Off (vacation and sick leave) is managed and tracked via Banner web time entry. Employees can monitor levels and code time cards for PTO (vacation and sick leave) through the Banner system. Supervisors cannot monitor vacation and/or sick leave hours of staff easily through Banner.**
4. Regarding Retirement Plans – Will the University keep their current broker or are you looking into additional options as well?  
**No, NMHU will keep its own brokers.**
5. What system are you using for Hiring?  
**NMHU uses People Admin for posting, applicant tracking, and onboarding new employees.**
6. Is there an interest in our Hiring Technology?  
**Yes.**
7. Do you currently perform background checks?  
**Few positions.**
8. Is there a need to evaluate background screens?  
**Yes; however, NMHU police department has the capability to conduct background checks for NMHU.**

9. Are you looking into new Health & Benefit options?  
**Not a priority at this time. NMHU uses the State of New Mexico General Services Department Risk Management Division health & benefit options.**
10. If you are staying with your current benefits, would you like this integrated?  
**Yes, NMHU is staying with current benefits. Yes, NMHU is interesting in integrated current benefit functionality with the new vendor.**
11. Is there a need for HR support?  
**NMHU is interested in reviewing all support options.**
12. Our process typically provides a demo prior to pricing, since the University is requesting an RFP be completed, then possible presentations, when are you looking to review demo's during your process?  
**Per Proposal Schedule on page 3 of RFP. Upon evaluation of RFP respondents, NMHU will schedule presentations with all finalists.**

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