

ADDENDUM NO. I

DATE: February 14, 2018

TO: All Potential Proposers

FROM: Penny Owens, Assistant Purchasing Agent, City of Knoxville

SUBJECT: Addendum No. I to the RFP for Public Transit Employee Payroll System

RFPs TO BE OPENED: February 21, 2018 at 11:00:00 a.m. (Eastern Time)

This addendum is being published to answer the following questions concerning the above referenced RFP. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

Question #1: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Response: Yes

Question #2: Whether we need to come over there for meetings?

Response: Yes. We require a kickoff meeting with the team supporting our contract and onsite training. We also may require onsite assistance for issues with the payroll system or subsequent training.

Question #3: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Response: Yes, for the most part, but refer to question #2 above.

Question #4: Can we submit the proposals via email?

Response: No. See section 7.2 Submission Information for submission requirements.

Question #5: Will KAT require ACA reporting for the extent of the contract? If so, will KAT require that employees have the capability of viewing and downloading their 1095C's online?

Response: Yes, we will require ACA reporting. Our goal is to give employees the capability of viewing and downloading online.

Question #6: Regarding "Technical Requirement" number 5, what kind of benefits would KAT require the payroll provider to review? Can you provide details and examples.

Response: We have experienced some issues with child support going to the wrong agency or being double billed. KAT wants to ensure deductions are verified and remitted to the correct payee with each pay period.

Question #7: Regarding “Technical Requirement” number 48, does geo-fencing refer to the system’s ability to trigger an entry in timekeeping when an employee’s mobile device enters or leaves a defined area, or does it simply require that the system have GPS (location tracking) capabilities?

Response: Geo-fencing refers to the payroll system having the ability to prevent employees from clocking in and/or out unless they are within clearly defined parameters.

END OF ADDENDUM I