The City of New Bedford issues the following Addendum #2 for IFB # 20152042 Human Resources Information System

To: All Bidders of Record

This addendum is issued to advise Bidders of the following questions and answers:

Acknowledge receipt of this addendum by inserting its number on the Bid form. Failure to acknowledge receipt of the Addendum may subject the Bidder to disqualification.

1. Are the recruiting processes centralized or decentralized?

Answer: Centralized.

2. Are the recruiting processes consistent across the City? If not, what are the inconsistencies?

Answer: Consistent across City.

3. How many recruiters/different user roles will be using the new ATS solution?

Answer: Refer to page 5 of RFP for total number of city employees. There are an estimated 10 employees who may be using the onboarding module. There are an estimated 32 City departments with multiple staff members in each who may be using the applicant tracking module.

4. How many Career Sites are you looking to configure?

Answer: The City currently has one City website on which employment opportunities are posted, and we post on Facebook as well.

5. Is your internal Career site different from your external Career Site?

Answer: No, they are currently the same (Wordpress).
6. Are there unique application requirements and/or unique sets of documentation requirements for your candidates (i.e., certifications, licenses, transcripts, etc)?

**Answer:** Yes.

7. Do you currently interface with 3rd Party Vendors (e.g. Job Boards, Background Check, Assessment, I-9) and do you want the new ATS to integrate with these vendors? If yes, please list the vendors that you currently use?

**Answer:** Yes, the City interfaces with 3rd party vendors but possible integration will be discussed at a later date (the decision of which software is chosen will not depend on this integration).

8. Are you currently using an Assessment Service?

**Answer:** No.

9. Do you use staffing agencies? If so, how many and is the plan to continue to use these agencies?

**Answer:** No.

10. What are your current sourcing needs, processes and strategies that are being used to recruit/source talent?

**Answer:** Currently the City posts opportunities to the City’s website and to professional career websites depending on the position.

11. Are you currently leveraging social networks, like Facebook and Twitter, as part of your sourcing efforts? If so, how?

**Answer:** Yes, employment opportunities are posted to Facebook.

12. What is your primary reason for the change to a new ATS?

**Answer:** The process is currently done manually with paper, and the City is looking to digitize this process.

Onboarding

13. Are the onboarding processes consistent across the City? If not, how many different processes are used?

**Answer:** There is currently no centralized onboarding, as each department (32 departments) handles it differently.
14. What types of forms are provided to the new hire during the onboarding process? Are these forms electronic?

**Answer:** Policies, benefits, tax forms, emergency contact forms and more are provided during the onboarding process. These forms are signed by new employees via hard copy, but the City possesses electronic versions of these forms.

15. How many onboarding steps are being performed in your current onboarding processes?

**Answer:** There are currently multiple steps to the onboarding process, including completion of the preemployment package, payroll forms, and guidance about the new position.

16. Are you looking to automate messages sent out in onboarding to different users? For example, sending messages to Security, Badging, IT and Payroll.

**Answer:** Yes, this would be ideal.

17. How many current reports need to be converted over to the new ATS?

**Answer:** This is currently tracked in an Excel spreadsheet with multiple tabs. This will need to be converted to the new system.

18. Do any of the reports need to be scheduled?

**Answer:** None that we know of at this time.

19. Is there a set list of new reports that are being requested? If so, how many?

**Answer:** The City is open to any reports that proposed bidders might suggest to make the applicant tracking process smoother.

20. How many users will need access to create and run the reports?

**Answer:** We estimate 7.

21. What is your planned start date and what date are you looking to go live on?

**Answer:** As soon as possible, with applicant tracking preferably to be launched first.
22. Are off-shore resources allowed to work on this project?

**Answer:** Awardee will not be allowed to sub work out without prior written consent of the City.

23. Do you plan on bringing over historical data from your current ATS solution? If so, which data and what is the volume?

**Answer:** Yes, the information in the Excel tracking sheet will need to be imported. There are an estimated ten-fifteen years’ worth of applicant tracking information to be imported to the new software.

24. Are there any known blackout periods where City resources will not be available or where the City would prefer not to go live on?

**Answer:** At this time there are no blackout periods in which City resources will not be available (we operate M-F 8 am – 4 pm). The City would prefer not to go live at the end or start of a fiscal year (fiscal year is July 1 – June 30). The months of June and July are particularly busy.

25. What are the expectations from the City on the implementation team performing remote work versus onsite work?

**Answer:** The City would prefer mostly onsite work but remote work for certain tasks will be acceptable.

26. Is there a specific contract or buying vehicle that the City will be using for this purchase?

**Answer:** No

27. In the previously issued RFI, payroll and some time and attendance functionality were requested. Are those phase two items, or is the City looking for a standalone HRIS?

**Answer:** Standalone HRIS system that interfaces with MUNIS for payroll and time and attendance.

28. Are there ACA or other compliance requirements with this project?

**Answer:** Yes.

29. Are any interfaces required other than MUNIS and Central Square IMC?

**Answer:** Not at this time.

30. Are there certain factors needed in the pipeline process?

**Answer:** Yes, page 11 has questions on the pipeline process.

31. How is your bidding process currently handled?

**Answer:** Please reference Page 3 on the RFP.
32. Are retirees going to have access to the portal?

Answer: Not at this time.

33. How is your Cobra Administration currently being handled?

Answer: In-house.

End of Addendum
I HEREBY CERTIFY THAT I HAVE RECEIVED THE FOLLOWING ADDENDUM

ADDENDUM #’S________________________________________________________

________________________________________
Person submitting bid

________________________________________
Company Name

Please include this form with your bid if applicable.