City of New Bedford
Request for Information
Payroll/HR System
RFI # 19130130

Addendum No. 1

The Following Addenda has been issued to answer the following questions submitted:

1. Are all 3016 employees paid biweekly? If not please provide a breakdown of estimated number of employee counts by frequency (weekly, biweekly, monthly, quarterly etc.) Yes – all are paid biweekly.

2. What percentage of employees have direct deposit? 92%

3. How many W2s did the City cut last year? 4,088

4. How many 1095Cs were distributed last year? 4,023

5. Does the City seek a Time and Attendance system in addition to the integration with Frontline Education and Central Square IMC? If so, how many employees will utilize our Time and Attendance system? Approximately 1,021

6. How many employees are enrolled in the City's health and benefits plan?

   Active City 854
   Active School 1,279
   Retired City 1,821
   Retired School 1,238

7. Is the City looking for Benefit Administration to include Electronic Data Interchange (EDI) with the carriers? If so, how many EDIs / Carrier Connections will the City look for? Yes – the City currently has one health insurance carrier

8. When does the City anticipate going to RFP? The issuance of an RFP is dependent upon the information we receive through the RFI process. At this point, the City of New Bedford is exploring potential payroll and HR management solutions to determine the best path forward.

9. When does the City hope for a transition of payroll processing to take place?
Live date: Does New Bedford have a particular live date in mind?  
We do not have a LIVE date set. All of what you mention impacts the decision making regarding a go-live date. However, we do not have a date set.

10. Does the City seek Employee Self Service, offering employees online access to pay statements, W2s, 1095Cs, as well as personal demographic information such as home address, email, phone numbers, direct deposit info etc.? **Yes**

- How many employees will be using the time and attendance component of the new system, for licensing purposes? **Approximately 1,021**
- What does the organization currently use for advanced shift scheduling software, if anything? We did note that the Police Department currently uses Central Square IMC for time and attendance. **Police and Fire use Central Square IMC for time and attendance.**
- Does the City require physical time clocks with an integration to the time and attendance solution? **NO**
- If so:
  - How many clocks does the City require? **N/A**
  - What type of ID method is desired (biometric, proximity reader, mag-stripe reader)? **N/A**
  - Do employees need to be able to change jobs, add project cost information, etc. directly at the clocking station? **N/A**

11. How is New Bedford currently processing payroll? **We are using Tyler Technologies – Munis Human Resources/Payroll.** Do you have an HR system in place? **Yes,** however it is not meeting our needs.

12. What is the payroll frequency (weekly, biweekly, etc.) **bi-weekly** Are all employees paid on the same frequency, or are some paid weekly and others paid bimonthly, for example? **All are bi-weekly**

13. How many unions do you have? **7, Including School unions**

14. Time and Attendance (Section E): Does New Bedford want all 3016 employees to us a new time and attendance system, or only a segment of the employees? We ask because in Section J, Integrations, the RFI states that you want integration with two existing time and attendance systems, Frontline Education and Central Square. **FYI, we have do have public entity clients where 75% or so use our time and attendance module, and the**
police or fire departments use a separate system. For pricing purposes we need clarity on this question.

These are approximate – based on 3,458 active employees at so 12/17/2008:

School Uses Frontline Education – 2,307

Public Safety uses Central Square (IMC)/AmbuPro – 519

Non School – Non Public Safety – 1,021 – will be using the new Time and Attendance System

15. Live date: Does New Bedford have a particular live date in mind? In our experience we have found it wise to always keep a projected live date in mind as this will help guide you through the evaluation process. Public entities typically have a number of steps, such as council resolutions, that need to cleared before a contract can be signed and implementation can begin. Also, payroll vendors usually prefer to start at the beginning of quarters, ie. Jan, April, July, or Oct. With over 3000 employees you would also want to do a careful, thorough, and validated implementation. As part of our standard implementation, we want to do at least two parallel payrolls to test all data, so that means everything must be set up no later than one month prior to your live date. In our opinion, the most feasible live date for New Bedford is either October 2019 or January 2020. We do not have a LVE date set. All of what you mention impacts the decision making regarding a go-live date. However, we do not have a date set.

16. Pricing: As stated, this is an RFI, not an RFP, and will not result in the award of a contract. If you do decide to issue an RFP, when would that be? Must pricing in the RFI be the same as in the RFP? The issuance of an RFP is dependant upon the information we receive through the RFI process. At this point, the City of New Bedford is exploring potential payroll and HR management solutions to determine the best path forward. This is a REQUEST FOR INFORMATION, price information should not be included.

17. How is the payroll currently handled, is it in-house or provided by a third party vendor? See answers above.

18. Current Vendor or software being used for payroll? See answers above.

19. Would the City consider doing payroll in-house with a totally integrated system? The City has issued this Request for Information to determine what type of systems would most benefit the City.

20. Due to the Holiday’s would the City consider extending the RFI due date by one (1) week.
No, the City’s does not feel it necessary to extend the due date for the Request for Information.

End of Addendum

By: Susan Bruce
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City of New Bedford

January 3, 2019