Northern Arizona Council of Governments

Addendum 3
10-1-19
Human Resource Information Management System
and
Accounting / Financial Management System
2019-HR-01-RFQ

1. We are not an accounting/finance system, but instead seamlessly integrates with all best of breed vendors in the space. Do you see that being an issue?
   a. Ultimately, we are looking for a single robust system for both HR and Finance/Accounting, however, you may submit a quote for only the HRIM piece.

2. How many company specific onboarding forms are used today?
   a. 10 Agency specific forms
   b. Other required forms
      i. I-9
      ii. State and Federal Withholding forms
      iii. 3-5 Criminal History Background depending on position and department

3. How many Federal ID numbers will we process payroll for?
   a. 1

4. How many state and local IT numbers are we processing payroll for?
   a. I’m not sure I understand what state and local IT numbers are? Please clarify your question.

5. Does NACOG do certified payroll?
   a. If you are referring to WH-347, then no, NACOG does not certify payroll.

6. Does NACOG process per diem payments?
   a. We process reimbursements, but do not use traditional per diem

7. Does NACOG have special OT, comp pay or accruals?
   a. Yes, we offer compensatory time in lieu of time and a half, however, time and a half can be approved in special circumstances (not common)
b. Vacation leave accrual

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Vacation Days</th>
<th>Max. Carryover Hrs / Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Accrual</td>
<td>10</td>
<td>160 / 20</td>
</tr>
<tr>
<td>After 3 years</td>
<td>12</td>
<td>192 / 24</td>
</tr>
<tr>
<td>After 7 years</td>
<td>15</td>
<td>240 / 30</td>
</tr>
<tr>
<td>After 11 years</td>
<td>20</td>
<td>240 / 30</td>
</tr>
<tr>
<td>After 20 years</td>
<td>25</td>
<td>240 / 30</td>
</tr>
</tbody>
</table>

c. Sick Leave – is rate of .0462 hrs for every hour paid in a pay period.

8. Does NACOG have any special reporting they do out to other agencies as a result of their payroll or time tracking? (Special government reporting?)
   a. Standard regulation reporting such as EEO-1 and EEO-1 Component 2, AZ Office of Economic Opportunity, AZ New Hire Reporting, etc.
   b. Ability to customize reports as needed. Provide quote on both. (further and detailed discussion during the Request for PROPOSAL process).

9. Is the expectation Accufund will be replaced by the functionality from the awarded vendor? Or will Accufund still be the accounting system of record?
   a. If HRIM includes financial / accounting system then both will be replaced, otherwise, Accufund will remain Finance/Accounting system. (further and detailed discussion during the Request for PROPOSAL process).

10. What system is in place for Behavior testing today? (mentioned on page 6 under Talent Management)
    a. Nothing in place currently, but would like module option to consider

11. Please provide an example of Flex Pay mentioned on page 6 under Payroll Services.
    a. Temporary pay increases
    b. Skill based pay
    c. Multiple pay rates per employee
    d. Various minimum wage (State and City)

12. How many different benefit plans are there?
    a. We are a self-funded plan. Self-funded with Medical and Dental. Vision is a conventional plan. We use a third party administer to administer our claims. We offer one benefit plan choice. Employees can choose “Self Only” or “Self plus Family”

13. Is there a broker / Carrier that will need to access the system? if so please let us know who the broker / carrier is...
    a. Third Party Administrator - Gilsbar, LLC
    b. Broker – Erin Collin and Associates
14. How many payroll directories do you have?
   a. If you are asking of we have two pay plans....Yes, we have two pay plans
   b. If you are asking how many payroll distribution codes, we have 235.

15. Is there any retirement plan such as 401K that we will need to create a payroll file for?
   a. We do not have a 401(K). We are part of the Arizona State Retirement System (ASRS).
      We have supplemental retirement plan 403(b) with Nationwide. Nationwide is contracted by ASRS.

16. Recruiting and Onboarding questions:
   a. How many Admin users need to log in to view requisitions?
      i. 4
   b. How many hiring Managers will you have?
      i. Approximately 20
   c. Will the new system need to accommodate background checks?
      i. Yes

Page 4, Item 2. B. Subsequent years cost (on-going)
17. Question: I can include a multi-year agreement locking in the price for a period of several years. Is this something that I should list as an option for you?
   a. Yes, please include a multi-year agreement price that is on-going. Once we are awarded the funds for a system, then NACOG will move into a more formal Request for Proposal process and a “lock in price” for several years will be included.

Page 4, Item 5. Migration of current/historical employee data from current system (Accufund)
Question: There are 2 ways to interpret this: One- (vendor) can access your system and download the information necessary to migrate and (vendor) will enter it into our system for you.

Two, we would typically have NACOG download the necessary information and provide it to (vendor) for us to upload it into our system.

18. Please describe which you prefer. The second way is the most common and least expensive.
   a. Provide quote for both options

Page 4, Item 5. Interface/feed developmental Cost:
Question: Are you referring to an Electronic Data Interface (EDI) for Carrier Connections for Health and related benefits as well as Retirement plan connection?
19. If so, I would need to know how many connections you would want. Usually, you will have one for each carrier that you have for your insurance and 1 for your Retirement plan.
   a. We are self-funded and use a TPA to administer claims. One feed to our TPA. For retirement, we need two feeds; one for the Arizona State Retirement System and one for our supplement retirement system 403(b).

20. Were you referring to an Interface to Accufund, primarily for GL information?
   a. If the HRIM does not include a Finance/Accounting module, then YES interface to Accufund for GL information.
**Page 5. 2) Employee Onboarding**

**Question:** You mentioned I-9 Verification. There are 2 parts of the I-9, one filled out by the employee – which the system will ensure is properly filled out. However, it cannot verify the accuracy/integrity of the information the employee fills out. The 2nd part of the I-9 requires a Manager/Admin to ‘verify’ the 2 documents provided by the employee.

We can automate the process and make sure the information is accurate based on what the employee provides, but legally the second part requires management verification.

21. I’m just looking for clarity on exactly what you mean by ‘I-9 verification’.
   a. Your description above is accurate

**Page 5. 5) Benefit Administration/ACA Reporting IRS Filing**

**Question:** We can provide electronic connections to benefit carriers for everything you mention in this section. In order to price it, I need to know how many connections you will need. I can give you a fixed cost for each EDI link and you can determine the number that you will want/need if you choose.

22. Please clarify for me how you would like me to respond.
   a. We would need one EDI for connection to our TPA.

**Page 6. 7) Talent Management/Performance Management**

**Question:** you mention behavioral tests and competency tests. Are these tests you have already that we can provide a link to through our platform, or would you like to use the ones through our system? I would need a breakdown of exactly what competency tests you want to use for what positions and job descriptions.

b. We would like the ability to offer skill based competency for applicants for Office Suite
c. Also, we would like the ability to offer supervisory/manager/leadership competencies test(s)
d. further and detailed discussion during the Request for PROPOSAL process.

23. We can provide links to third party testing sites and allow you to determine which companies and which test best meet your needs.
   a. Yes, is a good option

24. How many employees do you have?
   a. 450 – 500, however if you need an exact number please use 475.

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My signature indicates that I have read this addendum and will include it as part of the RFQ submission.

__________________________________________ ______________________________________
Authorized Signature     Date

__________________________________________
Print Name