



1112 Manatee Avenue West
Bradenton, FL 34205
purchasing@mymanatee.org

Solicitation Addendum

Addendum No.:	1
Solicitation No.:	24-R085495SB
Solicitation Title:	Human Resource Information System
Addendum Date:	October 2, 2024
Procurement Contact:	Stacia Branco

Request for Proposal (RFP) No. 24-R085495SB is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of RFP No. 24-R085495SB.

SPECIAL NOTE REGARDING TRADE SECRETS:

PURSUANT TO SECTION A.28, TRADE SECRETS

Designation of the entire Proposal as “Trade ‘Secret’, ‘Proprietary’ or ‘Confidential’ is not permitted and will result in a determination that the Proposal is non-responsive and therefore will not be evaluated or considered.

- 1. Trade secret material must be segregated, within the applicable TAB, from the portions of the Response that are not being declared as trade secret. NOTE: Responses cannot be designated as ‘Proprietary’ or ‘Confidential’ in their entirety.**
- 2. Proposer must cite, for each trade secret being claimed, the Florida Statute number which supports the designation.**
- 3. Proposer must provide a brief written explanation as to why information claimed as trade secret fits the cited Statute.**
- 4. Proposer must provide an additional electronic copy of its Response that redacts all designated trade secrets.**

CHANGE TO:

DATE, TIME, AND PLACE DUE

The Due Date and Time for submission of Proposals in response to this RFP is ~~October 17, 2024~~ October 31, 2024 at 2:00 P.M. ET. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Avenue West, 7th Floor, Suite 705, Bradenton, FL 34205 prior to the Due Date and Time.

CHANGE TO:

SECTION A, INSTRUCTIONS TO PROPOSERS; A.02, PROPOSAL DUE DATE

The Due Date and Time for submission of Proposals in response to this Request for Proposals (RFP) is ~~October 17, 2024~~ October 31, 2024 at 2:00 P.M. at ET. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., 7th Floor, Suite 705, Bradenton, FL 34205 and be time stamped by a Procurement representative prior to the Due Date and Time. Proposals will be opened immediately following the Due Date and Time at the Manatee County Administration Building, 7th Floor, Suite 705.

Proposal(s) received after the Due Date and Time will not be considered. It will be the sole responsibility of the Proposer to deliver its proposal to the Manatee County Procurement Division for receipt on or before the Due Date and Time. If a proposal is sent by U.S. Mail, courier or other delivery services, the Proposer will be responsible for its timely delivery to the Procurement Division. Proposals delayed in delivery will not be considered, will not be opened at the public opening, and arrangements will be made for their return at the Proposer's request and expense.

CHANGE TO:

SECTION A, INSTRUCTIONS TO PROPOSERS; A.36, PROJECTED SOLICITATION SCHEDULE

The following projected solicitation schedule has been established for this Solicitation process. Refer to the County's website (www.mymanatee.org > *Business > Bids & Proposals*) for meeting locations and updated information pertaining to any revisions to this schedule.

Scheduled Item	Scheduled Date
No Information Conference has been scheduled for this solicitation	N/A
Question and Clarification Deadline	September 27, 2024 @ 3:00 P.M., ET
Proposal Due Date and Time	October 17, 2024 @ 2:00 P.M., ET <u>October 31, 2024 @ 2:00 P.M., ET</u>
Technical Evaluation Meeting	TBD
Technical Evaluation Meeting	TBD
Interviews/Demonstrations/Presentations, if conducted	TBD
Final Technical Evaluation	TBD

QUESTIONS AND RESPONSES:

Q1. On average, how many concurrent job postings does the County have at any given point in time?

R1. 60.

Q2. I see from the RFP that you seem to average almost 1000 requisitions per year, Can I safely assume your concurrent posting count is 50 or less?

R2. Yes – this could be more at times we have close to 50 currently and have seen more pages in the past.

Q3. How many new-hires does the County make per year on average?

R3. The average annual new hires based on 2022-2023 data is 750.

Q4. I see from the RFP that the number of hires significantly differs from year to year. Can I safely assume you do not exceed 1000 per year?

R4. Yes.

Q5. How many onboarding documents make up a typical onboarding package? Of them, how many require an electronic signature?

R5. Up to 20 docs when it is a FMCSA or FTA position – There are 11 included in the basic hire packet and all need signatures. We are looking for streamlining opportunities.

Q6. How many HR users will register in the system?

R6. 30.

Q7. How many non-HR users will use the system?

R7. All active employees, currently 2,300.

Q8. Is your recruiting centralized or decentralized?

R8. Centralized.

Q9. Do you background check all new-hires?

R9. Yes.

Q10. Do you have a need for sub-branded job postings (e.g., to support other governmental agencies such as Fire, Sheriff, Schools)?

R10. Rarely.

Q11. We found this statement in the scope of work.

The selected system must allow for all data in the system to be replicated to an on-prem replication database on a daily basis. Can you please elaborate on what is needed for this requirement?

R11. We are looking for the replication of the database to have on-prem for reporting and replication purposes in case that we are in a 'off grid' type scenario. If this can happen via a hybrid to sync with our Manatee County cloud DB design that would be preferable.

Q12. This requirement is listed on the excel spreadsheet under the time and attendance section:

Can the system support multi-dimensional time calculations/qualifiers that are effective dated via workflows and not hard coded programming nor requiring the provider's intervention? We do not understand the question, can you please clarify?

R12. We are looking for these adjustments to be available to MCG IT as a configuration item and not require vendor engagement to adjust in our instance.

Q13. There is currently nothing included on the spreadsheet around succession planning or payroll, is this an oversight?

R13. Payroll is processed by the Clerk of the Circuit Court. A decision hasn't been made whether they will opt in. Succession planning information is not available at this time.

Q14. Do we respond to each bullet point on the word document of the RFP under Recruiting, Payroll, Oboarding.... Or do we respond to just the excel sheet requirements, or both?

R14. Both, to suit different learning styles.

Q15. I did not see the price sheet, Exhibit1 in the RFP documents, is that something you can send please?

R15. Refer to Exhibit 2, Proposal Response Requirements, Tab 10 - Fee Proposal.

Q16. We'd also like to ask if an extension could be made on the due date of the RFP?

R16. Refer to the above CHANGE TO: DATE, TIME, AND PLACE DUE.

Q17. Please, suggest if our proposal can be submitted by email, or only by post?

R17. Refer to Section A, Instructions to Proposers - A.04 Submission of Proposals.

Q18. Regarding Q1 on the questionnaire. Is the purpose or the similar clients to reach out and have their input, or more so to confirm that we have clients of similar size?

R18. We would like to confirm there are clients of similar size.

Q19. Questions regarding our policies. Will a cover letter and table of contents suffice or is the full policy required. We normally do not share our policies externally.

R19. Refer to Exhibit 2, Proposal Response Requirements.

Q20. We would require a mutual NDA. If one is to be sent, who should we request signature from.

R20. The County will not enter into any Non-Disclosure Agreements.

Q21. Given that RFP No. 24-R085495SB HRIS requires a printed and mailed paper submission, would the County consider extending the October 17th deadline?

R21. Refer to R16.

Q22. Starting on page 47 of the RFP, I see the County listing a few use cases as well as functional requirements. Does the County want vendors to address these requirements or are they simply for our knowledge and we only need to answer the excel spreadsheet? If we are to respond, is Yes, No, Custom an acceptable format?

R22. For knowledge. Refer to Exhibit 2.1 – General Questionnaire.

Q23. Would it be possible to extend the due date to 10/31?

R23. Refer to R16.

Q24. For contracting is Manatee County looking for a single or separate contract with any potential vendor partners (implementation, etc.)?

R24. We are looking for one prime for both implementation and ongoing support. Our desire is to deal with the primary for all business dealings and they manage their subcontracts.

Q25. It is mentioned that data must be replicated daily to an on-premises database. Is this for Disaster Recovery purposes? Additionally, are you requesting a cloud solution because that includes Disaster Recovery?

R25. We are just looking for the data, we will leverage the data with queries. We do not need a full application mirrored.

Q26. The document refers to preparing and filing taxes on your behalf, but Page 57 only mentions that the system must prepare tax reports. Could you please clarify your requirements? For example, are you seeking a solution that generates accurate tax reports for the County to file?

R26. Refer to Exhibit 1 – Scope of Services.

Q27. How are census files received for enrollments/qualifying life events (i.e new hires, promotions, terminations, births, divorce, etc)? Is it one file from all agencies or separate files? What format do you receive file(s) in (excel, API, SFTP) and how often?

R27. At a minimum, the process would be the same as currently outlined in the RFP, but instead of using the current vendor(s), the new HRIS would handle this function. In an ideal state, all agencies will be on the new HRIS, and all life events will be electronically submitted through API to the vendors.

Q28. How do you prepare/receive ACA reports?

R28. ACA is reported through our current vendor, WEX. They prepare and distribute the ACA forms on our behalf.

Q29. How are Payroll Services offered/managed?

R29. The Clerk of Court is currently managing Payroll through the payroll solution provided by Central Square.

Q30. Who is going to be running payroll for the county in your desired future state? The clerk's office or the county? If the County, would Payroll/Tax Services also be moved?

R30. This is a constitutional requirement that states the Comptroller via the Clerk of Court manages payroll.

Q31. Please provide a breakdown of your employee counts - Full time, Part time, and/or seasonal.

R31. 2207 Full Time, 48 Part Time, 80 Temporary/OPS.

Q32. Have you used a Change Champion Network successfully in past initiatives?

R32. Yes.

Q33. What internal change management resources do you have or expect to have for this project?

R33. ITS has a Change Manager that will focus on the training and communication to drive change. The County will also offer a Project Manager, PMO Manager, Business Services Manager and IT leadership to assist in that change.

Q34. What internal communications resources do you have or expect to have for this project?

R34. Our Information Outreach team and an IT Communication will be able to provide support and communications.

Q35. What internal training resources do you have or expect to have for this project?

R35. We would need the vendor partner to provide these resources.

Q36. Will development of training materials (job aids, Captivate simulation videos, PPTs, etc.) be created internally or by your partner?

R36. Would prefer these to be done with the partner that we choose.

Q37. Does Manatee County require Tab 9 Excel to be part of the printed package or only an electronic copy?

R37. Refer to Section A, Instructions to Proposers - Section A.04, Submission of Proposals.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFP.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE