ADDENDUM No. 2
RFP 862, Human Resource/Payroll System and Related Implementation Services
City of Ann Arbor
Due: Wednesday, June 26, 2013 by 10:00 a.m.

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Human Resource/Payroll System and Related Implementation Services, RFP No. 862, on which proposals will be received on or before 10:00 A.M. Wednesday, June 26, 2013 by 10:00 a.m.

The information contained herein contains all questions asked and reviewed during the Pre-Proposal Meeting to assist potential respondents in the review of the RFP. This Addendum includes 3 pages.

Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Questions and Answers

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Additional Q&A may be issued after the scheduled Pre-Proposal meeting.

Q. Would the city consider a hosted solution that removes the requirement for technical knowledge/database maintenance? Please Note: The below answer has been revised from Addendum # 1 to add more clarity.

A. Yes, the city would consider a hosted solution as long as the following requirements were met.

- Microsoft SQL Database
- Direct access to the Database
- Seamless integration with Microsoft SSIS Packages

Q. Does the Time and Attendance module need to support 24 hour shifts?

A. Yes

Q. Does the system need to have self-service for benefit enrollment and life event management?

A. Yes

Q. For learning management, does the system need to be able to manage class material or just handle the enrollments?

A. The system will need to manage enrollments only.

Q. Did the city pattern its requirements for the RFP after any existing government, school, etc.?

A. No – the requirements were gathered internally.

Q. Does the city still plan to manage taxes in-house?

A. Yes

Q. Have there been any vendor demos conducted?

A. Yes, but all demo's took place over a year ago and not a nexus for this process.

Q. Which financial software does the city use?

A. The City of Ann Arbor uses Logos Financial Software and the vendor is New World Systems.

Q. Would the ability for the system to calculate a future dated PTO balance be viewed as a knockout item?

A. Yes, the city currently has this functionality and would not want to take a step back.

Q. I know that Plante Moran was recently engaged with the City in regards to Assessment of your current HR/Payroll solution.   Is Plante Moran still engaged with the City for this project? Did Plante Moran write the RFP?   Will Plante Moran have any involvement with the decision-making process?

A. No.   The RFP was written by City staff; Plante Moran had no involvement in its development.   Plante Moran is not part of the City Selection Committee.

Q. Would the City of Ann Arbor have any issues executing a Mutual Non-disclosure Agreement (NDA) with a potential respondent before submission of their proposal to the RFP?

A. The City will not execute a NDA.   Section I, subsection L: Disclosures, on page 7 of the RFP states:

> All information in a submitter's Proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted under the Freedom of Information Act.

If a Response includes information that meets the specific exemption requirements of the Michigan Freedom Information Act, Respondents are directed to mark the information "confidential" when submitting their proposal.   Please note simply marking information "confidential" if it does not fall under a specific exemption will NOT afford it confidential status. The City reserves the right to review any request for confidentiality and make an independent determination of its status under the law

Q. The RFP specifies you are seeking both a payroll and a human resource solution. What is city of Ann Arbor's position on a single vendor solution for this RFP?

A. The City of Ann Arbor is looking for a single vendor solution to provide the core HR/PR functionality.

Q. Is the city specifying Microsoft SQL as the preferred/only database to be considered?

A. Yes, the city is specifying a Microsoft SQL Database.

Q. What is the employee total for the City?

A. There are currently 686 regular employees and 218 temps working at the City of Ann Arbor at this time. Please keep in mind the number of temps will change throughout the year. We can get up to 500 temps during busy times such as election season.