



## ADDENDUM # 3

# Automated Payroll & HR Management Software # 1862-18

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Original Notice of RFP Issued on: October 1, 2019

**Response Due Date: Thursday, November 7, 2019 by 2:00pm**

October 31, 2019

To All Prospective Respondents:

The purpose of this addendum is to provide an answer to a question raised by a potential respondent.

**Question 1:** What licenses, permits, bonds, or insurance are required?

**Answer 1:** Please refer to the General Terms and Conditions of the RFP.

**Question 2:** What applicable taxes should be considered in the bid? Federal - at what rate? State - at what rate? County - at what rate? City - at what rate?

**Answer 2:** The Housing Authority and its instrumentalities are tax-exempt. A tax-exempt certificate will be provided to the awarded Contractor.

**Question 3:** Are there any other entities for which tax should be considered?

**Answer 3:** No, please refer to question # 2.

**Question 4:** What items in the bid are taxable or exempt?

**Answer 4:** All items in the bid are tax exempt, please refer to question 2.

**Question 5:** Is there provision for anything being tax-exempt?

**Answer 5:** This question from a potential respondent is unclear.

**Question 6:** Is there a number of job codes that each employee has regarding their time and attendance (for job costing)?

**Answer 6:** Yes, the Housing Authority does use job codes for some of its employees. Some employees have different job codes and other employees the job code remains the same.

**Question 7:** Under payroll implementation, how many files need conversion? 70, or some other number? What is the existing format and are we converting to the Paylocity format?

**Answer 7:** The Housing Authority has 70 employees on payroll that will require conversion from ADP. There are archived employee files in ADP that will require conversion. The Housing Authority will convert to the format the awarded Contractor utilizes.

**Question 8:** For the pricing, shall we provide one price sheet that covers the first three years, and then two separate ones covering option year 1 and 2? Or if you want something different please clarify.

**Answer 8:** The Price Proposal Form is included in the RFP. It has an ANNUAL fee and then is broken down into quarterly, monthly and hourly. Please refer to the form. You may complete a separate form for the instrumentalities.

**Question 9:** Who are your insurance carriers for your benefit programs, i.e. health, vision, dental, pension fund (OPERS of Ohio?), and workers compensation?

**Answer 9:** The Housing Authority has Connecticare for health insurance, Guardian for dental and vision insurance, life insurance and accidental dismemberment through Reliance, Security Life for a \$10K policy, HAI for a \$5K policy, workers compensation is through QBE, a defined contribution policy through Mass Mutual and a supplemental insurance policy through AFLAC and a pension plan through

**Question 10:** When would we be required to have all conversions and personnel transitions active?

**Answer 10:** It is the Housing Authority's goal to have all conversions and personnel transitions active by January 1, 2020. It is the intent of the Housing Authority to award a contract by December 1, 2019 to the selected Contractor.

**Question 11:** From which banks would the HHA direct transfers occur?

**Answer 11:** The bank the Housing Authority would transfer from is Bank of America to the employees' bank account.

**Question 12:** For issuance of exception checks, and any hard payroll checks, what is the delivery address?

**Answer 12:** The Housing Authority address is 180 John D. Wardlaw Way, Hartford, CT 06106.

**Question 13:** How is time and attendance currently collected? Will the Housing Authority be seeking a mobile/web-based product within this RFP for Payroll/HR software for time and attendance? Is GPS tracking a requirement as well?

**Answer 13:** Time and attendance is currently collected via timesheets for some employees and time clocks for others. A mobile/web-based product may be considered if deemed a cost savings to the Housing Authority. No, GPS tracking is not required.

**Question 14:** Is a physical biometric kiosk required and if so, how many and what locations?

**Answer 14:** The Housing Authority manages 8 locations and there are currently 5 owned biometric timeclocks and rents a finger biometric. They are located at the Main office, the warehouse, Mary Shepard Place, Betty Knox and Smith Tower.

**Question 15:** How many FEIN numbers does HHA utilize for this contract? Each FEIN will have a separate payroll processing, and how many employees (current maximum) regardless of category are under each FEIN.

**Answer 15:** The Housing Authority currently has 2 FEIN numbers and approximately 70 employees with the possibility of future expansion.

**Question 16:** What is your current ERP solution provider? Is it an on-premise solution, cloud-based or Hybrid? Will you be seeking only software/on-premise solution or are you also reviewing cloud-based solutions?

**Answer 16:** The current ERP solution provider is Emphasys Elite. The Housing Authority will seek the most advantageous and cost saving solution.

**Question 17:** How many lines are in your general ledger chart of accounts (specific to this RFP) by FEIN utilized?

**Answer 17:** There are 16 general ledger codes and the Housing Authority draws through 9 different funding sources.

**Question 18:** Under Human Resources Customer Service/Training will webinar's conducted be sufficient in lieu of on-site training, or shall we price both options, or only one?

**Answer 18:** Please provide pricing for both webinar training and on-site training.

**Question 19:** Can you please provide clarification and additional information to the following Cost Proposal requirement? *"Cost for Full-Time employees who may work for separate companies and instrumentalities controlled by the authority"*.

**Answer 19:** The Housing Authority has future intentions of hiring for the instrumentalities, to date there has not been any hires but it does anticipate future hiring for the instrumentalities.

**Question 20:** Are they employed by the Housing Authority or a separate company that falls under the Housing Authority umbrella? Also, are these employees included in the 70 employees from the listed employee count?

**Answer 20:** The employees in question will not be employed by the Housing Authority, they will be employed by the instrumentality for which they applied for a position. There will be separate payroll and separate reports for the Housing Authority and the instrumentalities. The 70 employees listed are for the Housing Authority only.

**Question 21:** Are you currently processing your payroll/HR through existing ERP solution? If not, what provider or current solution are you currently using for Payroll/HR Management?

**Answer 21:** Refer to question 16. The Housing Authority does not process its payroll/HR through the existing ERP solution.

**Question 22:** Currently what solution are you using for applicant tracking and is this solution required in the current RFP (indication for recruitment/selection on tracking applicant for hire). Are you looking for a full applicant tracking solution or just want to track applicants that are offered a position?

**Answer 22:** The Housing Authority manually tracks all applicants, ideally a full applicant tracking solution for HR would be considered, if deemed more advantageous to the Authority.

All other terms and conditions of the RFP remain the same.

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