

Human Resources Information System

RFP FY21-HR-01

Addendum # 1

Issued March 15, 2021

*Please note: All questions are posted as they are received and are not altered in any way.

- Whether companies from Outside USA can apply for this? (like, from India or Canada)
Yes
- Whether we need to come over there for meetings?
They need to be here in person for initial meetings.
- Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Yes
- Can we submit the proposals via email?
No, please refer to the full RFP documents for instructions.
- Who is your current/legacy vendor?
Most processes are done on paper currently. We don't currently have an HRIS system
- What data are you hoping to have converted into the new system?
We want to convert the employee data in Tyler into the new system.
- I see you folks currently use our Payroll system is there other information you would need converted?
Any employee information in Tyler would need to be converted into the new system.
- On page 32 of the RFP under financial stability, we can provide the county compiled financial statements but not audited financial statements. Will compiled financial statements be an acceptable alternative to audited financial statements and a Duns and Bradstreet report?
All information must be submitted as requested.
- How many full-time and part-time employees does the County have?
448 full time, 19 part time

- A new applicant tracking system is currently being developed and will be available only in our hosted environment, would you like to see pricing for moving your whole system into that environment?
Yes, we would like to see pricing for moving the entire system into the new environment.
- Do you have Technology preference for Human Resources Information System, because it is written as **Standard out-of-the-box (OOTB)** in System Design Documentation.
The specifications are in the RFP. I don't have any preference on whether it's out-of-the-box or not, just as long as they meet the specification.
- What is the user count for employees utilizing the proposed software?
There will be 8-12 Human Resource employees accessing the system. If the system provided portals for employees to sign up for benefits, sign agency policies, then up to 500 employees would access the system.
- What is the budget for this procurement?
Unknown
- It says in section III B that the county wishes to receive hard copy submissions. Due to the limited number of staff would the county be open to receiving electronic submissions instead?
We need to receive hard copies
- In section V. Scope of Work, the county is seeking a software to integrate with Tyler Technologies. Can the county clarify the exact Tyler Technologies software that needs to be integrated with the new system and what those functions entail?
Incode
- What are the limitations and problems with the existing solution? How are these impacting Sandoval County? Any metrics to quantify?
Most processes are done on paper currently. We don't currently have an HRIS system
- Are there major projects or initiatives tied to a new HR system?
Tracking employee data, position data, portals for employee access
- What is the proposed timeline for implementation and standing up a fully functioning new system?
7/1/2021 would be the ambitious date. 1/1/2022 would be the drop dead date if possible.