

KANSAS CITY AREA TRANSPORTATION AUTHORITY

ADDENDUM #1 TO RFP #17-7012-28

KANSAS CITY AREA TRANSPORTATION AUTHORITY (KCATA) PAYROLL SYSTEMS/PROCESS ANALYSIS

MARCH 7, 2017

The information contained in this Addendum should be considered incorporated into the original Request for Proposals (RFP) dated February 24, 2017. Receipt of all addenda must be noted on the attached "Receipt of Addenda Received" form and included with the Proposal.

PROPOSER QUESTIONS/KCATA RESPONSE

Q: Is there a budget that has been established for the consultant services that you are able to share:

A: No, there is no publicized budget.

Q: Is the Authority looking for a specific recommendation whether or not to outsource the payroll function?

A: Yes.

Q: Are respondents to this RFP allowed to propose services to assist the Authority in the selection of a payroll provider?

A: Yes. Pricing for any additional services outside the original scope but be separate and identified as such.

Q: What system(s) is (are) currently being used for Payroll? When was it implemented? Is it current with updates?

A: Time and attendance functions are completed in Kronos, which are then transferred to Infor. KCATA utilizes Infor (formerly Lawson) software for HR benefits, finance management and payroll processing.

Kronos is cloud based and is current. Infor is not up to date and is two versions behind.

Q: Is the same system currently being used for other HR functions including: a) Benefits Administration; b) Position Control; c) Performance Evaluations; d) Scheduling; e) Time and Attendance; and Other HR Functions?

A: Infor is used for Benefits Administration, alongside another cloud system (EMB).

Kronos is utilized for Time and Attendance.

All other functions are processed manually.

Q: What is the projected start and end date for this analysis?

A: KCATA hopes to have a contract awarded by April 1, 2017 with an expected completion date within 30-45 days.

Q: Is there a specific situation or event that generated the need for this analysis?

A: No.

Q: Are all current payroll functions processed internally? If not, which functions are external?

A: Yes, all payroll functions are processed internally.

Q: How many payroll checks are issued annually? What percentage require a corrected payroll check be processed? What is the most frequent reason for a corrected payroll check?

A: KCATA processed approximately 23,400 payroll checks annually. Payroll is on a bi-weekly cycle with Union/Salaried staff on alternating schedules.

Q: What is the size of the current payroll department staff?

A: There is one Supervisor and 2.5 clerks (one at ½ position).

Q: Of the 900 employees in your organization, how many manage staff? Approve time/payroll?

A: Thirty-six (36).

Q: What is the expected number of KCATA employees who will be participating in this project with the named consultant?

A: Two.

Q: Other than the HR and Finance divisions, what other departments or functions will be included in this effort?

A: The Information Technology (IT) Division.

Q: Is there an anticipated number of business processes that are expected to be analyzed? If so, will you please provide the details?

A: Hastas, Kronos and Lawson systems – three processes.

ATTACHMENT

- Certificate of Addenda Received – to be submitted with the Proposal

END OF ADDENDUM

CERTIFICATE OF ADDENDA RECEIVED

KANSAS CITY AREA TRANSPORTATION AUTHORITY
RFP #17-7012-28

KANSAS CITY AREA TRANSPORTATION AUTHORITY (KCATA)
PAYROLL SYSTEMS/PROCESS ANALYSIS

Proposers shall return this **Certificate of Addenda Received** form as part of “Volume III – Contractual.” The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Proposer non-responsive.

We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Request for Proposals as required.

Addendum #1 Dated March 7, 2017 Date Received _____

Addendum #2 Dated _____ Date Received _____

Addendum #3 Dated _____ Date Received _____

Company Name _____ Date _____

Address/City/State/Zip _____

Authorized Signature _____ Printed Name _____

Telephone _____ Fax _____ Email _____