KANSAS CITY AREA TRANSPORTATION AUTHORITY
1350 E. 17TH STREET
KANSAS CITY, MISSOURI 64108

REQUEST FOR PROPOSALS (RFP) #17-7058-38
PAYROLL AND HRIS BUSINESS SOLUTION

ADDENDUM 1

Issue Date: September 19, 2017

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This Addendum is hereby made a part of the Request for Proposal issued September 5, 2017 to the same extent as if it was originally included therein and is intended to modify and/or interpret the proposal documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

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CHANGES TO SECTION 1, "PROPOSAL SCHEDULE"

The closing date of this RFP has been extended to September 29, 2017 at 1:00 PM CDT.

QUESTIONS/REQUESTS FOR CLARIFICATION

A. Section 2, "Scope Of Services"

    Q: Please confirm exact number of timeclocks needed to meet the needs of the union workforce as well as the type of clock preferred: badge swipe, biometric (finger scan), and/or pin number.

    A: At this time KCATA requires five (5) timeclocks. They should be "badge swipe," but other options may be considered.

    Q: Retiree payments – are these 1099 or W-2p? How many of the 240 retirees are participating in the KCATA benefits plan?

    A: Fifty (50) retirees are issued W-2's.

    Q: Please provide more detail on the needs to "track COBRA (including notification) and coordination of billing options." Does KCATA prefer that the vendor provide full COBRA administration for example: new hire notification, non-discrimination reporting, collection of payments, participant reporting, etc., or are the needs more related to tracking and reporting?

    A: At this time we are not desirous of full COBRA administration, but the vender should feed terms to FME.

    Q: The RFP states the vendor is requested to "manage mandatory correspondence" related to Medicare, HIPPA, etc. Please provide more detail as to the specific expectations. Is this related to data security, new hire reporting, or other correspondence? Please advise.

    A: This is not a significant part of the RFP.

    Q: For the background checks/employee screening, please provide detailed feedback as to the type and number of checks needed annually (i.e., number of states, number of years, criminal, drug screening, DOL, etc.).

    A: Approximately 150 background screens are performed annually. KCATA's current background screens include education, 7-year DMV (national), 10-year criminal (county and national), 10-year employment, I-9 verification, social security trace, and DOT (including safety and drug & alcohol).

Q: Please provide a sample of the current feed/file layout for the interface between the clocking system for the drivers and current payroll vendor. Please provide specific information on any other integration the 3rd parties that will be required as part of the scope of this project.

A: The proposed system should be able to accept a .csv file (or similar file format) with relevant information such as Employee ID, Date, Pay Code, and number of hours. Specific integration file formats will be determined during the integration phase of this project.

This subject to change, but here is the file format from our current HASTUS feed:

A######## YYYYMMDD,2.0,########,MM/DD/YYYY,Driver,L,X,***,hh:mm

Where:

######## = employee ID
YYYYMMDD = date of service without any separators
2.0 = hard coded number that can be ignored.
MM/DD/YYYY = date of service in proper format.
L = bus size and could be L, SM, or M.
X = indicates a part time employee (field is blank for full time employee).
*** is the three digit pay code.
hh:mm is the time worked in hour:minute format

Q: Are performance reviews part of the scope of the RFP?

A: Yes.

Q: Is the vendor's ability to provide market rate studies with internal and external pay data a requirement of the RFP?

A: No.

Q: Please provide more information related to the requirements for single sign on authentication?

A: Single sign on is the requirement. KCATA wants a single sign on for all related HRIS/Payroll applications.

Q: Are pay cards part of the scope of this project and if so how many employees are currently using pay cards? Please provide an additional information related to requirements for pay cards.

A: Pay cards are not a part of this Scope of Services.

Q: In regards to the Scope of Services listed, would you like us to provide a response to each requirement or just comment on requirements that we could not meet?

A: Yes, please provide a response to each requirement.

Q: The scope of this solution includes time keeping, payroll and benefit management, but not KCATA's complete HR business functions (e.g. recruiting, compensation, performance management, etc.). Will KCATA be looking to implement solutions for its other HR business functions that are not currently in scope of this RFP in the near future?

A: Yes.

Q: Will consideration be given for a solution that can meet all of KCATA's HR (and Financial) for future business planning as opposed to only the scope of this RFP?

A: Yes.

Q: The RFP refers to a 'turnkey' solution. Is KCATA looking to outsource all of its payroll, timekeeping and benefit business functions as part of this solution (i.e. not have employees responsible for these functions), or only to purchase and implement technology solutions to enable all of these business functions and reporting (with employees continuing to be responsible for these business functions)?

A: Only to purchase and implement technology solutions.

Q: Section 2.2 (Scope of Services), Paragraph C.7 includes the following: "A detail of provided back office services." Does this indicate KCATA is looking for the vendor to outsource these services that currently is performed by KCATA employees?

A: No.

Q: Is KCATA's preference a cloud or on premise solution?

A: Cloud.

Q: What software tool does the KCATA use for scheduling its off-duty officers' shifts?

A: The Kansas City, Missouri Police Department handles KCATA's off-duty police officer schedules by using Sems.

Q: Is the requirements matrix available in Excel so that we can provide expanded detail of how our system meets the requirements or is it just the word format in the RFP that we should use for our response?

A: It is only available in Word.

Q: On page 6 of the proposal referencing employee details; of the 1,045 employees itemized, how many are part-time or seasonal workers?

A: KCATA currently has 105 part-time employees.

B. Section 3.10, "Disadvantaged Business Enterprise (DBE) Requirements."

Q: The RFP states no DBE goal for this project. The evaluation criteria does not provide for DBE participation. But, DBE credits are detailed. Can KCATA clarify if DBE participation will be considered as part of the evaluation scoring?

A: There is no DBE goal for this project. DBE participation will not be considered in the evaluation scores.

ATTACHMENTS

• Receipt of Addenda form (to be included with Proposal submittals).

END OF ADDENDUM 1
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<u>RECEIPT OF ADDENDA</u>

Proposers shall return this form when submitting their proposal. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder non-responsive.
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We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Invitation for Bid as required.

     Addendum #1 Dated September 19, 2017   Date Received _____

     Addendum #2 Dated _____   Date Received _____

Company Name _____   Date _____

Address/City/State/Zip _____

Authorized Signature _____ Printed Name _____

Telephone _____ Fax _____ Email _____