Request for Proposals RFP for Integrated Payroll, Human Resources, Time and Attendance and Recruitment Solutions

Addendum # 1 - Questions & Answers

Release Date: November 3, 2023

The following is a list of responses to questions submitted by prospective respondents ("Respondents") to the Request for Proposals RFP for Integrated Payroll, Human Resources, Time and Attendance and Recruitment Solutions

No.	Question	Answer
1	The RFP states "There are over four hundred and fifty (450) employees at ESD." Can you clarify exactly how many employees are currently working for ESD? Is it below 500?	As of October 1, 2023, there were 443 current employees.
2	Is ESD looking for a software package to use internally or for the selected firm to be the employer of record (EOR) and handle all HRIS processes?	ESD is not seeking a firm to be the Employer of Record. The software will be used internally.
3	Does ESD want the ESD Managers to have complete access to employee records or just the time and attendance approvals? For recruitment services, please provide the role ESD vs. the selected firm have in the recruitment services requirement? What steps of the process will be handled by ESD?	Within the T&A module, managers will only have access to timecards and timecard approvals. For recruitment services, we would like the capability going forward of opting for greater access for managers such as viewing candidate resumes for open job postings. ESD Human Resources handles the complete recruiting cycle and utilizes software tools to create job requisitions and post jobs.

	What is the number of annual job postings? What is the number of candidates?	We have approximately 189 job postings annually. We have 16,200 applicants.
4	If Supplier is EOR (Employer of Record), What is the anticipated Gross Wages? What is the anticipated Tax? What is the anticipated number of annual W2? Does ESD have any 1099s? Is ESD looking for one provider or would ESD considering breaking the scope into sections? (i.e. – Payroll and Tax Reporting, Time and Attendance, HR and Talent Management as one and the Recruitment Services as it relates to web portal development separate)	Supplier will not be the Employer of Record. ESD is seeking a single provider.
5	Before the issuance of the RFP, has the Empire State Development met with any vendors in this space over the past 12 months to look at their solutions? What is the desired go-live of the new Payroll, Human Resources, Time and Attendance and Recruitment Solution	No. January 2024.

6	The RFP mentions over 450 employees. Is this the number of licenses that should be used for the pricing response? Who is the current vendor/vendors for payroll, human resources, time and attendance, and recruitment?	The number of licenses will likely be closer to 500 because of expected increase in workforce and individuals from other State entities who need access as supervisors of ESD staff. The current vendor is ADP.
7	Can you please confirm if the integrated solution needs to include Talent Management, Onboarding, Compensation, Position Management, Personnel Documents, Qualification Tracking, Benefits Enrollment, and administration functionalities in addition to Payroll, Human Resources, Time and Attendance, and Recruiting? Are there any specific budget constraints or limitations we should know? For recruiting, do you require an option for pre-employment testing (based on knowledge, skill, etc) that can later be related/compared to job performance? For Time and Attendance, do you require that the solution calculate accrued PTO? (i.e., PTO, VAC, Sick & Personal Day)? Will the employees use a PC, mobile device, or time clock to punch in and out, or will time only be managed by exception?	Yes, we would need the integrated solutions. For recruiting, we do not do pre-employment testing. We do need the system to calculate accrued time. Employees must enter hours worked for exempt employees and start and end times as well as the lunch break for non-exempt employees. ESD is looking for the lowest responsible bidder. No. Yes. Exempt employees do not punch, but rather enter hours worked each day. Non-exempt employees enter time in and out, including lunch breaks, within the timesheet.

8	Does ESD require that the new solution to pay employees in Puerto Rico and issue PR W4's & W2s. Can you describe the challenges or pain points you hope to address with the new solution?	Yes. ESD would look for enhancements to existing services that may be available.
9	What system are you currently using to process the payroll, track time & attendance, etc?	ADP Workforce Now.