



County of Roanoke

FINANCE DEPARTMENT PURCHASING DIVISION

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RFP # 2018-070 **Infor CloudSuite Human Capital Management (HCM)** **Implementation and Consulting Services**

ADDENDUM NO. 1

Answers to Vendor questions

Due Date & Time:
Monday, April 9, 2018 2:00 PM
(Local Prevailing Time)

RFP # 2018-070
Infor CloudSuite Human Capital Management (HCM)
Implementation and Consulting Services

ADDENDUM NO. 1

Answer to Vendor questions – Please see below for answers to questions received by potential bidders.

1. How many employees are you tracking in your HR system?

Full Time – 3075

Part – Time – 1281

Seasonal – 1060

Special (Retiree – Part-Time) – 360

2. How many companies do you have set up in Lawson? How many organizations would need to be created?

3 Companies:

County of Roanoke

Roanoke County Public Schools

Western Virginia Regional Jail Authority

3. Can the County confirm that it intends to implement v11 Benefits as part of Global HR Phase 1 deployment?

Yes

4. Can the County confirm that it intends to implement v11 Absence Management as part of Global HR Phase 1 deployment?

Yes

5. Would the County seek to implement any of the following GHR sub-modules as part of the initial deployment of Global HR:

- Occupational Health
- Safety Management
- Employee Relations
- Position Budgeting

Position Budgeting

6. Which Talent Management modules have you purchased/are considering implementing? (Performance, Goals, Development, Succession, Talent Acquisition, Compensation)

We will be purchasing Talent Management but have not decided what modules to implement at this time. That would be decided with the assistance of the Implementation Service Provider.

7. Do you use third party administrators for any of your HR functions? Will this change with GHR?

No

8. Do you have unions and/or bargaining units? Are there special considerations related to these?

No

9. Are you bringing over non-employees (Contractors, Interns, Volunteers, Retirees, etc.)?

- If so, where are they currently being tracked?

We will bring over retirees who are currently being tracked in the systems.

10. Are personnel actions standardized throughout the County's operations?

Company 1000 and 4000 use standardized personnel actions but Company 2000 does not.

11. Is all the conversion data coming over from S3 or are there multiple systems holding employee data?

We will bring forward only data from S3 unless we decide to use the applicant piece of GHR. Then we would need to convert data from our current applicant software (NeoGov).

12. Is there any data not currently being tracked in Lawson S3 that will need to be maintained in Global HR and/or TM going forward?

These decisions have not been made yet. That would be decided with the assistance of the Implementation Service Provider.

13. Do you currently use Infor Process Automation (IPA)?

No

14. Ballpark the number interfaces that would need to be redeveloped? If you have a listing even better. I am assuming you need our assistance with this, but if not, it will impact the timeline of the project.

Currently all of our 'interfaces' are developed and maintained by the Roanoke County CommIT staff. These are separate from the data feeds developed by Ciber / Infor.

Our interfaces are all data pulls from Lawson data tables using data connections to the Infor database. We currently have read access to all tables in the database allowing us to validate data in the interfaces.

List

- Payroll standard interface of summarized labor distribution data to feed into our Dynamics AX financial system

- Pull of all Lawson issued checks to feed into our Dynamics AX financial system, bank reconciliation is handled in the financial system

- Data deduction / benefit information

- Flexible Benefits

- Empower / deferred comp

- VRS Hybrid ICMA

- Data pulls

- information for printing timesheets

- ESS pull of new hired employees used by HR departments in communications with new employees / also used to load new users into Lawson with loadusers

- CIGNA long term and short term disability information

- ACH pull and formatting to feed to bank for direct deposit

- workman compensation information

- data pull and reformat for printing of checks / pmtout

15.Are you currently using both jobs and positions in S3?

- How are they currently set up? 1:1 or 1:Many
- If so, do you use position management and/or position budgets?

Company 1000 uses jobs and positions. Setup is one to many. Positions are set up and used for "fill defaults". Position budgets are not set up.

16.Will the County be able to provide the reporting relationship for organizational Departments/Process Levels, etc., to the implementation consultant?

- Does the County have confidence that the reporting relationships for managers currently setup in S3 are an accurate representation?
- Does the County have a supervisor structure that is distinct from the organization structure? If so, explain.

Supervisory relationships are not set up in S3.

17.Are there other HR or IT initiatives that will be going on in the next 2 years that would need the same resources that would be on the implementation team?

No

18.Is there a 3rd party system for maintaining training data and certifications?

No

19.Would the County entertain a 2-3 week extension of the due date?

No we cannot entertain an extension of the due date because we have a very tight timeline in order to complete a Statement of Work and meet our Project Start Date.

20.Is the County seeking time-and-material or fixed-price proposals for consulting services?

Fixed Price

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