Gainesville.
Citizen centered
People empowered

ADDENDUM NO. 6

Date: June 20, 2018

Bid Date: ~~June 26, 2018~~
June 29, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please replace sections 4.3.1 and 4.3.2 from the ITN with the below language:

~~**4.3.1 Business Process Mapping**~~
~~Business process mapping is in progress by the project functional leads and will be provided prior to award of bid.~~

~~**4.3.2 Environment Assessment**~~
~~Assessment of the current "as-is" environment (e.g., number of applications, infrastructure environment) is in progress by an IT Consulting firm and will be provided prior to award of bid.~~

4.3.1 Business Process Mapping

Business process mapping is in progress by the project functional leads and will be completed prior to award of bid.

4.3.2 Environment Assessment

Assessment of the current "as-is" environment (e.g., number of applications, infrastructure environment) is in progress by an IT Consulting firm and will be completed prior to award of bid.

Please find attached:
Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

The following are answers/clarifications to questions received since the pre-bid meeting:

1. Question: R3.2 – Please define what type of Fraud Cases?
Answer: Worker's Compensation Injury Cases

2. Question: R.3.12/13/14/15 – Please define the nurse and clinic relation to the city. City Employee? Clinic for city employees?
   Answer: The City has in-house urgent care clinic for all the City Employees (GG + GRU)
3. Question: R3.143 - What type of data and from what source?
   Answer: The City has employee's health benefit data, worker's compensation data etc.; the details will be discussed during the design tasks of the Implementation phase. The data is required to be shared with different source like ICMA, Florida Blue etc.
4. Question: R4.14 - Please define the data and the external system?
   Answer: Employee and Financial Data is required to be shared with various external sites e.g. Gainesville Regional Utility(GRU), Banks, Decentralized departments
5. Question: R2.61- What is the strategy for uploading or attaching invoices and payment requests? SAP offers several solutions such as DMS (Doc Mgmnt Serv), Upload directly in to SAP, as well as offer third party like OpenText.
   Answer: The City prefers to utilize out of the box functionality for most of the City's requirements. We expect the proposals should be able to specify the strategies based on the product.
6. Questions: R2.71- Drilldown is available, including for budgeting line items. But, not clear on the expectation of drilling down on a budgeted line item and that line item would show some actual cost value?
   Answer: The City would like to do analytics based on the details of every budget line-item expenditure. The City is looking to be able to do all this in one user screen instead of toggling between screens/different sources.
7. Questions: R2.88 - The assumption is that the inflators are reflective from plan, budgeted, or actual values?
   Answer: All of the above and deflaters.
8. Questions: R2.126 - What is the process flow today for payment processing? In that, where in the flow should the supporting documentation be attached?
   Answer: The City's process flow will be discussed in detail during the design task of the Implementation phase. The City would prefer to have the upload functionality at the time of submitting a payment request.
9. Questions: R2.134 - Need to understand the process flow and the services used by 3rd Party to know when and how attachments are being entered. What 3rd party is being considered?
   Answer: The City's process flow will be discussed in detail during the design task of the Implementation phase. The City is looking for proposals to include one package solution to meet almost all the City's requirements that may include any 3rd party recommendations. Examples have been mentioned in the requirement of the existing 3rd party applications, however the City is open to explore other options based on proposals. Also, please refer to Exhibit 2.
10. Questions: R2.226 - What is defined as "capturing subcontractor utilization at the time of AP entry"? Is there a desire for a report to see or some other method?
    Answer: The City requires subcontractor information to be shared with Commission, Grants, public etc. for decision making purposes.
11. Questions: R2.228 - What is considered as "insufficient sources" in order to disallow transactions from occurring? This is common but need to make sure what these sources are.

Answer: Please refer to the requirement as it does mention the examples of sources (appropriations, funds etc.)

12. Questions: R2.146 - Need a deep dive on the types of outgoing messages and the use of 3rd party services
    Answer: The City is looking for improving their current processes. Deep dive to current City's processes is considered to be explored during the design tasks of the Implementation.
13. Question: May we submit a cover letter to precede the Cover Page?
    Answer: The City requests to follow the standard format as provided.
14. Question: May we include an Appendix after Tab 11 to include supplemental information?
    Answer: No
15. Question: Does the City require Exhibit 1 and Exhibit 5 (Excel files) to be included in the hard copy submission (printed) or is an electronic submission-only sufficient?
    Answer: These two Excel files are very large and will be difficult to print. Please submit in electronic format.
16. Question: Should we include Exhibit H in the submission if we are bidding?
    Answer: No, only if you decide not to bid.
17. Question: May we include Exhibit G in our response to "C" in Tab 3?
    Answer: Yes, references can be included in Tab 3 in "C".
18. Question: Can you clarify which forms should be in Tab 10?
    Answer: All the forms from the ITN pages 18-36, plus Exhibit 9-Tabulation of Subcontractors
19. Question: Can you clarify which questions should be addressed in Tab 11? The RFP refers to section 3; however, a majority of section 3 (3.1.1 and 3.1.2) are to be included I Tab 5, respectively.
    Answer: Section 3.1.2 bullet point "H" needs to be included in Tab 11
20. Question: In which section/Tab would you like exhibit 9 and the Good Faith Effort to be in the final submission?
    Answer: Tab 10
21. Question: Which Exhibits must be returned with the ITN? Specifically, Exhibit 8 – does the draft NDA need to be completed, acknowledged or reviewed at this time.
    Answer: No, this does not need to be returned at this time. This was only an example of what you can expect to see attached to the final contract.
22. Question: Please clarify the response the City requires when asking for, "Bonding Capability up to $250,000.00
    Answer: Letter from surety company showing you have the capability to bond up to $250,000.00
23. Question: We see the Q&A deadline has moved to June 14. When will the City post the results of the final Q&A?
    Answer: As soon as we can gather all the answers to questions received from vendors. This addenda includes all questions received before the 3 pm questions deadline.
24. Question: Our solution may include one or two third party products to fulfill all solution requirements (e.g. document management). Is the City amenable to signing an agreement with a third-party solution provider that we propose with whim we have numerous years

of experience? The advantage to the City would be direct product support from that vendor.
Answer: The City is open to explore options to meet all our requirements.

25. Question: At the ITN response stage, can you clarify the good faith effort the City is anticipating? Typically, with the solution we are proposing, subcontractors are not required and can add coat/complexity to our clients.
Answer: The City will decide the implementation order of the functionality based on the proposals strategy. The City is looking to start the Implementation Phase in first quarter of 2019 which includes the following at a high level: Preparation, Design/Business Blueprint, System Realization, System Final Preparation, Go-Live Support Strategy
26. Question: Can you define what you mean by implementation is to begin January 2019?
Answer: We are referring to the start of the Implementation Phase which includes the following at a high level: preparation, design/business blueprint, system realization, system final preparation, go-live support strategy
27. Question: We understand from the pre-bidders' conference call that the City has an approximate budget of $7m for this program. Can the City elaborate as to how much of the $7m is allocated for ERP software acquisition (and if SaaS, how many years) and one-time consulting implementation costs.
Answer: Please refer Addendum#1 question7 and the pre-bid slide deck.
28. Question: Can you clarify your expectation for the unredacted hardcopies? The ITN reads: "3. Provide one (1) original and nine (9) unredacted copies of the proposal in a separate envelope, with the confidential and/or exempt information highlighted in yellow." Is this request for 10 hard copies in addition/different to the 10 copies of the proposal response?
Answer: This requirement is <u>only</u> if you have confidential information. Yes, it is in addition to the response.
29. Question: What is the breakout percentage of employees that will require access to the systems - Financials/Accounting Users, HR Time Approvers, Time entry/self-service, HR admin/Risk Management (Position management, forecasting, payroll)?
Answer: The City prefers to have all City employees to have access to the system, however it will be role based security access with an approval workflow to request access.
30. Question: Can you provide the Requirements to Business Process Mapping outlined in the RFP document?
Answer: The City is still working on it and will be completed prior to the award of the bid for this ITN (not RFP).
31. Question: Can you provide an integration diagram to show integrations between internally managed systems by the city and external systems/vendors?
Answer: The City is still working on it and will be completed prior to the award of the bid for this ITN.
32. Question: What file handling solution if any is currently being used to send and receive flat files?
Answer: The City is looking to improve its current processes. The City currently does not have any solution to handle flat files.
33. Question: What tool is being used for e-Signature functionality if any?

Answer: The City is looking to improve its current processes The City currently does not have any tool for e-signature.

34. Question: What is your current state document management (Hummingbird (Exceed)) solution and do you have any timeline restrictions on how long you have to keep attachments and what type of sensitive data is stored there (PHI, PII, etc.)
Answer: Hummingbird is our current DMS. The City's abides to the Florida Statue for the retention schedule. The City is looking to explore options for ECM solutions to secure/encrypt sensitive data.
35. Question: What is the RTE interface/tool used for in the current state environment?
Answer: RTE (Remote Time Entry) is an in house system used for time entry by all City/GRU departments.
36. Question: What is the data flow (inbound/outbound), type of data and method of transport for RTE interface/tool?
Answer: The City is looking to explore options to replace RTE. Currently; all the communication with RTE is manual through flat files.
37. Question: How does Change Gear current integrate with your system - flat file, api, etc. and what data is sent/received from this system?
Answer: Change Gear is the incident tracking system used by IT. Employee data is uploaded to ChangeGear by utilizing the data from the nightly data extracts from the current HT ERP system. GRU IT maintains the updated to ChangeGear.
38. Question: What is the Lynda.com interface/tool used for in the current state environment?
Answer: The City is currently using Lynda.com for training requirements for few courses. It is not used extensively.
39. Question: What is the data flow (inbound/outbound), type of data and method of transport for Lynda.com interface/tool?
Answer: Currently, there is no data flow from Lynda.com to any of the City's interface. However, the City's admin rarely utilizes the employee certificates to be uploaded to the employee record manually. The City is looking to improve its current processes.
40. Question: What is the Visa Works interface/tool used for in the current state environment?
Answer: The City has the P-card program with Bank of America. Visa Works is a system provided by Bank of America to administer the Visa changes.
41. Question: What is the data flow (inbound/outbound), type of data and method of transport for Visa Works interface/tool?
Answer: Currently, there is no data flow from VisaWorks to any of the City's interface. The data from VisaWorks in inputted in the current City's system by manual/batch process. The City is looking to improve its current processes.
42. Question: How is the NEOGOV system solution used in today's current state, does it integrate with CGI and how is that being done?
Answer: NEOGOV is used for the HR functions like Onboard, Performance Management. It is not integrated with CGI. The City is looking to improve its current processes.
43. Question: What is the Actuary Site interface/tool used for in the current state environment?
Answer: Currently, the City is using the Actuary firm for the City's retirement plans like General Pension Plan, Consolidated Plan

44. Question: What is the data flow (inbound/outbound), type of data and method of transport for Actuary Site interface/tool?
Answer: We have a FTP site to the Actuary firm to send the data to the firm. The City is looking to improve its current processes.
45. Question: What is the ICMA E2 Link interface/tool used for in the current state environment?
Answer: Currently, the City is using the ICMA tool for the following retirement plans 401, 457, IRA
46. Question: What is the data flow (inbound/outbound), type of data and method of transport for ICMA E2 interface/tool?
Answer: There is no data flow from ICMA. On need basis the data is downloaded and used for reports. We do bi-weekly upload a text file into ICMA E2 Link for payroll purposes.
47. Question: What is the Granicous interface/tool used for in the current state environment and what is the type of data and data flow (inbound/outbound)?
Answer: This tool is used for uploading the safety training videos and pdf to the website.
48. Question: What is the data flow (inbound/outbound), type of data and method of transport for Granicous interface/tool?
Answer: The City uploads data into Granicous but there's no outbound data flow.
49. Question: What is the Risk Master System and how does it work with the CGI system and any other integrating points?
Answer: Risk master System is the claims processing software tool provided by City's Third Party Administrator (TPAs). The City has limited access to that tool for reporting, tracking and TPA supports the City to upload the claims for processing. The City looking to improve the process. It is not integrated with our current system.
50. Question: What is the data flow (inbound/outbound), type of data and method of transport for Risk Master System interface/tool?
Answer: There is no data flow. The documents/files are sent to TPAs for processing.
51. Question: What is the ADP interface/tool used for in the current state environment?
Answer: ADP interface is used for time entry for RTS.
52. Question: What is the data flow (inbound/outbound), type of data and method of transport for ADP interface/tool?
Answer: Time keeping data is manually/batch transferred to process payroll. The data is exported from ADP, transformed into the required format through an in-house program and is loaded into the in-house RTE (Remote Time Entry) system.
53. Question: What is the Inovah interface/tool used for in the current state environment what type of data and direction of the data flow (inbound, outbound)?
Answer: iNovah interface is used as a cashiering system for the City.
54. Question: What is the data flow (inbound/outbound), type of data and method of transport for Inovah interface/tool?
Answer: iNovah data gets to the CGI through a batch process. All funds received by t the City is done through iNovah.
55. Question: What is the Jet Pay interface/tool used for in the current state environment?
Answer: Jetpay is one of the source of funds to iNovah.
56. Question: What is the data flow (inbound/outbound), type of data and method of transport for Jet Pay interface/tool?

Answer: : JetPay is building online payment system.The data from JetPay is manually entered into iNovah.

57. Question: What is the Payeezy interface/tool used for in the current state environment?
Answer: The City's parking garage payment system
58. Question: What is the data flow (inbound/outbound), type of data and method of transport for Payeezy interface/tool?
Answer: The payment data is inputted into the iNovah system manually through batch processing.
59. Question: What is the Paychex interface/tool used for in the current state environment?
Answer: Parks, Recreation & Cultural Affairs time entry system
60. Question: What is the data flow (inbound/outbound), type of data and method of transport for Paychex interface/tool?
Answer: The data is exported from Paychex, transformed into the required format through an in-house program and is loaded into the in-house RTE (Remote Time Entry) system.
61. Question: What is the Telestaff interface/tool used for in the current state environment?
Answer: Telestaff tool is a scheduling software used by few City's department to provide input to RTE for payroll processing.
62. Question: What is the data flow (inbound/outbound), type of data and method of transport for Telestaff interface/tool?
Answer: Telestaff is not integrated with any of the current City's systems. All the data entry is done manually.
63. Question: What is the CSI interface/tool used for in the current state environment?
Answer: CSI is now called JetPay. Please refer to #55
64. Question: What is the data flow (inbound/outbound), type of data and method of transport for CSI interface/tool?
Answer: CSI is now called JetPay. Please refer to #26
65. Question: What is the T-2 interface/tool used for in the current state environment?
Answer: T-2 tool is used for citations and decals.
66. Question: What is the data flow (inbound/outbound), type of data and method of transport for T-2 interface/tool?
Answer: T-2 data gets into iNovah manually/batch process.
67. Question: What is the SAP interface/tool used for in the current state environment?
Answer: SAP is the Financial and Customer Care ERP systems used by Gainesville Regional Utilities (GRU). The City does not have a SAP interface/tool
68. Question: What is the data flow (inbound/outbound), type of data and method of transport for SAP interface tool?
Answer: Payroll accounting data for GRU employees is exported from the City's current HR ERP system, transformed into the required format through an in-house program and is sent to GRU for import into the SAP Financial system.
69. Question: What is the Web Apps interface/tool used for in the current state environment?
Answer: The City uses WebApps for business tax online payment.
70. Question: What is the data flow (inbound/outbound), type of data and method of transport for Web Apps interface/tool?
Answer: Batch process gets the data from WebApps to iNovah.
71. Question: What is the B2G Now Interface/tool used for in the current state environment?

Answer: B2GNow is a system used by the City to certify vendors for the Small Business Procurement program.

72. Question: What is the data flow (inbound/outbound), type of data and method of transport for B2G interface/tool?
Answer: Vendor expenditure data is exported from the City's current Financial ERP system, transformed into the required format through an in-house program and sent to B2GNow for import into the B2GNow system.
73. Question: What is the Convey Interface/tool used for in the current state environment?
Answer: Convey is used by the Payroll/Accounts Payable (AP) division to process W2, 1099R, and 1099M forms for employees as well as generate required IRS files.
74. Question: What is the data flow (inbound/outbound), type of data and method of transport for Convey interface/tool?
Answer: W2 data is processed in the current HR ERP system, exported, transformed into the required format through an in-house program and imported into Convey. 1099R data is processed in the current Retiree HR ERP system, exported, transformed into the required format through an in-house program and imported into Convey. 1099M data is processed in the current Financial ERP system, exported, transformed into the required format through an in-house program and imported into Convey.
75. Question: What is the Legistar Interface/tool used for in the current state environment?
Answer: This tool is used to upload the Commission Agenda, videos, legislative file , backups etc. This is accessible by public . It interfaces with Granicus tool.
76. Question: What is the data flow (inbound/outbound), type of data and method of transport for Legistar interface/tool?
Answer: We upload and download the files on a need basis.
77. Question: What is the Suntrust system used for and how does it integrate with CGI and other interface partners?
Answer: SunTrust is the City's banking institution. The current HR and Financial ERP system creates EFT Bank files by transforming the data into a format that can be submitted to the bank for processing. The bank files are uploaded to SunTrust via a secure website provided by SunTrust.
78. Question: What is the Expert Pay system used for and how does it integrate with CGI and other interface partners?
Answer: The Expert Pay system is used to report child support payments. The child support payments are taken as deductions during the payroll process in the current HR ERP. The data is exported from the current HR ERP, transformed into the required format through an in-house program and uploaded to the Expert Pay website.
79. Question: What is the Master Parcel system used for and how does it integrate with CGI and other interface partners?
Answer: The City's system to track landlord payments. There's no integration with CGI.
80. Question: What is the 3rd Party Scheduling system used for and how does it integrate with CGI and other interface partners?
Answer: The City has several 3rd party scheduling systems (e.g., Telestaff, Redwood, Fleetnet). None of the 3rd party scheduling systems integrate with CGI.
81. Question: What is the Visa Works system used for and how does it integrate with CGI and other interface partners?
Answer: Please refer to question 40

82. Question: What is the Demand Star system used for and how does it integrate with CGI and other interface partners?
Answer: This is used to publicly advertise solicitations. It does not integrate with CGI.
83. Question: What is the Open Gov system used for and how does it integrate with CGI and other interface partners?
Answer: OpenGov tool is used for budget forecasting. It does not integrate with CGI.
84. Question: What is the Info Advantage system used for and how does it integrate with CGI and other interface partners?
Answer: InfoAdvantage is the name of the reporting tool for the current HR and Financial ERP systems. It is actually Business Objects. The current HR and Financial ERP vendor provides the ETL and standard reports for InfoAdvantage/Business Objects. There is an in-house extract from the current HR and Financial ERP databases that is connected to Business Objects to allow users to create custom reports.
85. Question: How is the Shared Drive leveraged (document repository, location for batch / file handling file integrations)
Answer: Documents are typically stored on domain shares in secured and unsecured folders, depending on data sensitivity. Also, various output file formats (text, spreadsheet, PDF) are generated and stored on domain folders (shares) that are not considered local to the server. Inputs are mostly XML and Excel formatted and located in folders considered local to the server processing the data.
86. Question: How is SharePoint used and what level of sensitive data is held here (PII, PHI, etc.)
Answer: Shared drive is used for document repository. There is no sensitive data stored on the SharePoint.
87. Question: What is the BIRT & RTE interface/tool used for in the current state environment?
Answer: BIRT (Business Intelligence and Reporting Tools) is used to design and print forms for the current HRM/RET/Financial ERP systems. The BIRT report designer is used within the Eclipse application. The forms are delivered and configured in the ERP by the current vendor and customized by the City. Examples of forms are Payroll paystubs and checks, Vendor paystubs and checks, Purchase Orders, Invoices, etc.
88. Question: What is the data flow (inbound/outbound), type of data and method of transport for BIRT & RTE interface/tool?
Answer: The current HRM/RET/Financial ERP systems are configured by the vendor to work with BIRT to process and print the forms through the ERP system's batch jobs. There are also email capabilities to email pdfs instead of printing.
89. Question: What is the OHM system used for and how does it integrate with CGI and other interface partners?
Answer: OHM (Occupational Health Management System) is used for store, schedule, creating reports for Employee Health Information only. It does not integrate with other systems.
90. Question: What is the G-Suite interface/tool used for in the current state environment?
Answer: Google docs are used to share program details with all employees and retirees. Also used to schedule evaluations, to do reporting .Specially used for Wellness division.
91. Question: What is the data flow (inbound/outbound), type of data and method of transport for G-Suite interface/tool if applicable?

Answer: The City download and uploads files

92. Question: What is the 834 Format Vendor Files interface/tool used for in the current state environment?
Answer: The 834 format is used to send health insurance enrollment and maintenance to the City's insurance administrator.
93. Question: What is the data flow (inbound/outbound), type of data and method of transport for 834 Format Vendor Files interface/tool?
Answer: The data is exported from the current HR ERP, transformed into the required 834 format through an in-house program and sent to the insurance administrator.
94. Question: What is the IRS File Transfer interface/tool used for in the current state environment?
Answer: The IRS File Transfer tool is a website provided by the IRS.
95. Question: What is the data flow (inbound/outbound), type of data and method of transport for IRS File Transfer interface/tool?
Answer: Convey generates the applicable IRS and SSA file transfer documents and they are uploaded to the Fire.IRS.gov and SSA.gov websites.
96. Question: What is the relationship between Exhibit 2 (with all the systems listed by area) and Exhibit 1 (functional requirements)? Do we have to address every "bubble" on the exhibit 2 diagram?
Answer: The exhibits are interrelated in terms of the information from processes to requirements.
97. Question: How many employees will need access to HR and how many will need access to Accounting?
Answer: The City prefers to have all City employees to have access to the system; however, it will be role based security access with an approval workflow to request access.
98. Question: Does the city have a document storage solution that will stay in place or would the proposed system be required to host files? If files are required to be hosted, what volume of file storage is required?
Answer: The City is expecting the proposed system to host the files. The volume of the file storage is dependent on the proposals received to meet the City's requirements.
99. Question: If data is to be hosted in a cloud environment, is a Government dedicated cloud preferred or required?
Answer: The City is open to explore the option, please submit your best proposal that meets the City's requirements.
100. Question: Is Section 508 Compliance required or preferred for the user interface?
Answer: Yes, 508 Compliance is required.
101. Question: What existing systems/servers/databases will stay in place that this system will need to integrate with?
Answer: Please refer to the ITN, Section 4.
102. Question: Bonding Capability up to $250,000 - please provide further clarification on what City of Gainesville are expecting
Answer: Letter from surety company showing you have the capability to bond up to $250,000.00
103. Question: Credit Rating or Financial Statements - Which financial statements? Income Statement and Balance Sheet? For how many years?

Answer: Audited financial statements, to include all statements and schedules, for most current completed year.

104. Question: Time entry vs. time keeping (one is in Finance and Risk, one in HR processes)? Are there different systems per department for entering time now?
Answer: In reference to Exhibit 2, Department Diagrams; time entry vs timekeeping is the same across each department. No, there are not different systems for the core areas per the scope of the ITN.
105. Question: What vendors, if any, has the City of Gainesville met with?
Answer: The City has only viewed Product Demo's while conducting market research prior to this bid, but has not met with any vendors.
106. Question: What process/systems do you have in place for employee training? Are they wanting to keep/replace current training systems? Do you provide training for anyone other than employees?
Answer: The City is looking to see the proposals for recommendations to improve efficiency. Please refer to Exhibit 2, Department Diagrams. The City does not currently offer training to the public.
107. Question: Are you looking for an LMS system for the training
Answer: Yes
108. Question: What current solution do you have in place to handle your public record requests?
Answer: The City's current solution is an "on need" basis for public records request; however, the City has a parallel effort to help streamline this process.
109. Question: Please send us your Organizational chart - City Wide
Answer: Please refer to Addendum#1 and the presentation slide deck from pre-bid call.
110. Question: Have you established decision criteria or requirements list that you'll utilize to evaluate vendors?
Answer: Yes
111. Question: How will you compare and score the different options you explore to determine a partner?
Answer: Details to this will be provided in an ITN handbook.
112. Question: What workflows would you like to see automated?
Answer: The City is looking to see the proposals for recommendations to improve efficiency. Please refer to the ITN.
113. Question: What are the typical HR Reports you run?
Answer: The City's HR runs reports prevalent to federal, state and local compliance; in addition to, any reports requested by City Commission for decision making. Additionally, the City's HR runs reports for any public records request.
114. Question: How many hourly (non-exempt), salaried and contractor employees do you have?
Answer: Please refer to Exhibit 3, Data Volume
115. Question: Is there a need for employees to clock in/out from outside of work locations (mobile)?
Answer: Yes
116. Question: How many supervisors approve timecards, corrects errors etc.?
Answer: Currently, the City has one layer of approval for their timecards. The City is looking to see the proposals for recommendations to improve efficiency.

117. Question: What if any shift premiums are paid?
Answer: Please refer to Addendum#5
118. Question: Do employees transfer departments?
Answer: Yes
119. Question: Do they earn different rates for transfers?
Answer: Yes
120. Question: How are meals and breaks managed?
Answer: This is contingent upon union contracts. Please refer to Addendum#5.
121. Question: What (if any) are the eligibility rules for paid Holidays?
Answer: This is contingent upon union contract agreements. Please refer to Addendum#5.
122. Question: Do you need to track absence events?
Answer: Yes
123. Question: What methods do you utilize to collect time worked for your salaried or exempt employees?
Answer: As per the scope of this ITN (HR, Finance, and Risk); the City does not collect time worked for salaried or exempt employees.
124. Question: Could you share a copy of your written time policies?
Answer: Please refer to Addendum#5
125. Question: Are there any other unique time capture factors we need to understand?
Answer: The details will be discussed during the design phase when more details will be provided. Please refer to Addendum#5.
126. Question: Are employees scheduled in current system? Who creates schedules? Who can view?
Answer: Yes, as per the union contracts.
127. Question: What are the labor categories that employee’s time may be assigned to?
Answer: Exempt, non-exempt
128. Question: What is the process for documenting and allocating their time to these labor categories?
Answer: The documenting of these labor categories and allocating time is done at the employee record level.
129. Question: Can any combination of categories be utilized or are there dependencies between selections?
Answer: No
130. Question: Should all employees be able to select from each labor category or does it need to be filtered to eligible categories for various employees?
Answer: This is set from when the employee record is generated
131. Question: Is there a start and end date for when labor categories should be active?
Answer: Yes
132. Question: Besides capturing hours, are you needing wages, tax and deduction entries to be allocated to the labor categories?
Answer:Yes
133. Question: Do you have any “time theft” concerns, buddy-punching, etc.?
Answer: Yes
134. Question: What reports/data are critical needed to manage time and labor?

Answer: The City is still assessing its current environment to get the details. The City is looking to see the proposals for recommendations to improve efficiency.

135. Question: How do you mitigate against the additional cost of overtime?
Answer: The City is looking to see the proposals for recommendations to improve efficiency. Currently, there is no way to mitigate as of now.
136. Question: What paid leave benefits do your employees receive?
Answer: Please refer to Addendum#5
137. Question: Could you share your policy of how paid leave time is earned?
Answer: Please refer to Addendum#5
138. Question: How do employees submit their requests for time off?
Answer: Currently, the employees submits their request in paper form. The City is looking to see the proposals for recommendations to improve efficiency.
139. Question: Who approves?
Answer: Time off is approved by the manager.
140. Question: How much time is devoted to requests for information from managers/executives?
Answer: Considerable amount of time. The City is looking to see the proposals for recommendations to improve efficiency.
141. Question: Besides benefits, what are other common payroll deductions?
Answer: LifeQuest, Union Dues, Charitable deductions, court ordered , uniforms etc
142. Question: How are wage garnishments managed?
Answer: Currently, the City uses ExpertPay as one of the tools to manage garnishments.
143. Question: Can you describe the steps for preparing payroll?
Answer: Currently, the City has a manual payroll process. The City is looking to see the proposals for recommendations to improve efficiency.
144. Question: Besides hours, salaries, what other types of earnings are part of employee compensation?
Answer: Please refer to the following link for the current compensation parameters http://www.cityofgainesville.org/HumanResources/WhyWorkforUs.aspx.
The City is working with Korn Ferry-Hay.
145. Question: Are supplemental earnings keyed or imported?
Answer: The City is looking to see the proposals for recommendations to improve efficiency. Currently, the data is keyed.
146. Question: What steps do you take to check the accuracy of the payroll?
Answer: The City is looking to see the proposals for recommendations to improve efficiency.
147. Question: How are reports/checks delivered and distributed?
Answer: The City is looking to see the proposals for recommendations to improve efficiency.
148. Question: What's the process for getting journal entries into the General Ledger to record payroll expenses?
Answer: Currently, the City has 3 ways to get payroll into the General Ledger
    File from RTE to CGI (manual/batch)
    File from GRU ERP to CGI (manual/batch)
    Direct entry to CGI
149. Question: How long does the process take?

Answer: Currently, it takes 3-4 days. The City is looking to improve its processes.

150. Question: In which steps do you think there is an opportunity to save time or improve accuracy?
Answer: The City is looking to see the proposals for recommendations to improve efficiency.

151. Question: What are some of the critical reports that you utilize from your current systems? Please provide the name and Data Contained and Purpose for each report
Answer: The City is still assessing its current environment to get the details. Please refer to ITN section 4.

152. Question: What is your PCard integration partner?
Answer: VisaWorks. However, the City is open to explore options to meet our requirements or improve our processes.

153. Question: What are you credit card providers that support the city as considered outside sources as outlined in R2.138?
Answer: The City's requirement R2.138 refers to the Accounts Receivable not credit cards.

154. Question: Can you give clarification on how you use the NDT (National Transit Database Report)
Answer: NDT is a system utilized by the City to report its regional transit system data to the Federal Transit Administration (FTA).

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 6 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 6 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: ____

BY: ____

DATE: ____

41-424 **Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.