



# Housing Authority of the City of Pittsburgh

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**May 23, 2017**

## **Payroll and HR Management Software Rebid RFP #650-04-17REBID**

### **ADDENDUM NO.5**

This addendum issued May 23, 2017 becomes in its entirety a part of the Request for Proposals RFP #650-04-17REBID as is fully set forth herein:

**Item 1: Q: Who is your current vendor and what is your current spend in this area?**  
**A: Ceridian Dayforce HCM. You must file a Right to Know Request with our Open Records Officer**

**Item 2: Q: Is there a need for time clocks and if so how many and what features are necessary?**

**A: We currently have around 24 time clocks. (Maximus MXJ2000)  
Vendor may use the existing clocks or propose replacements.**

**Item 3: Q: What is your definition of Position Control and describe your current needs in this area?**

**A: A system of matching and controlling approved positions to the budget and to the GL.**

**Item 4: Q: You describe the need for network security in a cloud based system. Will you require the next vendor to be FedRamp certified which is a federal government standard for cloud based systems?**

**A: FedRamp certification is not required but preferred. The HACP I.T. staff will review the vendor's security configuration and reputation before a contract is signed.**

**Item 5: Q: Please describe your need of custom screen development.**

**A: Don't know until we review the system. In the past we have required some modifications.**

**Item 6:** Q: How many unions do you have? Will a copy of their CBA be made available in regards to TLM and HRIS systems?

**A: 6 unions and copies of the CBA's are available as needed.**

**Item 7:** Q: Is there any fixed first delivery date? And if yes, when?

**A: No**

**Item 8:** Q: What vendor currently provides HRIS/Talent Management services to the Authority, if any?

**A: Ceridian Dayforce HCM.**

**Item 9:** Q: Will the Authority entertain proposals for only the HRIS/Talent Management sections of the RFP?

**A: No. However vendors are free to submit joint proposal to cover the scope of work.**

**Item 10:** Q: Why is this project being rebid? Was a vendor selected during the earlier bid process?

**A: Current contract is expiring, please refer to Item 1 in Addendum No. 1**

**Item 11:** Q: What is the Authority's budget for this project?

**A: That information cannot be provided at this time. That is why HACP is issuing this RFP.**

**Item 12:** Q: Would you consider granting a 2-week extension to the RFP deadline?

**A: See Item 18.**

**Item 13:** Q: We have the following questions regarding the system and environment:

a. What is the number of HR records?

**A: Approximately 320 employees.**

b. What is the number of Tax IDs?

**A: One.**

c. Is there a centralized HR department?

**A: Yes.**

d. Are there any international work locations?

**A: No.**

e. What is the number of physical work locations?

**A: 24 work locations in the City of Pittsburgh all reporting**

**to one headquarter.**

f. Are there prescriptive codes and configuration?

**A: We are unclear as to the meaning of this question.**

g. Is there a centralized PR department?

**A: Yes.**

h. What is the number of payroll states?

**A: One.**

i. What is the scope of payroll?

- A: Please see the scope of services within the RFP
- k. Are there any CBAs/unions?  
A: Yes.
- l. What is the number of employee handbooks (non-union)?  
A: 1
- m. What is the number of entitlement/accrual policies?  
A: 3
- n. What is the number of WFM integrations?  
A: It is HACP's intent that the successful vendor will provide Work Force Management as well as other Human Resource and Payroll functions.
- o. Are you looking for cloud delivery?  
A: Preferred but not required.

**Item 14:** Q: All questions below are Yes/No questions or volume questions.

1. Is there an Active Infor General Ledger?  
A: Yes
- a. GL - # of Legal Entities  
A: One.
- b. GL - # of Departments  
A: 24+
- c. GL - # of Accounts within Chart of Accounts  
A: 400 lines per GL payroll postings
- d. GL - # of Charts  
A: GL number contains 7 segments in a single chart of accounts
- e. GL - Years of History to Convert  
A: Vendor will be expected to configure system so that expenses are accurately assigned to correct GL accounts and to create an extract file which will be imported into the existing HACP Accounting System.
- f. AP - # of Vendors  
A: N/A
- g. AP - Years of History to Convert  
A: N/A
- h. AM - # of Assets to Convert  
A: N/A
- i. AM - # of Asset Books  
A: N/A
- j. AC - # of Projects to Convert  
A: N/A
- k. CB - # of Banks  
A: One.
- l. AR - # of Customers to Convert  
A: One.
- m. BR - # of Projects to Convert  
A: One.

**2. SCM – Supply Chain Management functions are not included in this scope of work.**

- a. Number of Perpetual Inventory Locations  
**A: N/A**
- b. Number of Par or Point of Use Locations  
**A: N/A**
- c. Number of Item Master records  
**A: N/A**
- d. Centralized Procurement Department  
**A: N/A**
- e. Centralized Receiving Department  
**A: N/A**
- f. International Work Locations  
**A: N/A**
- g. Taxable Locations  
**A: N/A**
- h. Item Cleansing in scope  
**A: N/A**
- i. Vendor Cleansing in scope  
**A: N/A**
- j. Active Infor General Ledger  
**A: N/A**
- k. Convert PO History  
**A: N/A**

**3. Complexity Factors - Tech:**

- a. Size of DB/years of history  
**A: Unknown. DB is provided by current SAAS vendor**
- b. Number of Environments  
**A: N/A**
- c. Number of Product Lines (total-all environments)  
**A: N/A**
- d. # of 4GL Modifications  
**A: Will be determined between HACP and vendor after review of successful vendor system.**
- e. # of 4GL Interfaces  
**A: Will be determined between HACP and vendor after review of successful vendor system.**
- f. # of 4GL Customizations  
**A: Will be determined between HACP and vendor after review of successful vendor system.**
- g. # of EMSS Modifications  
**A: Will be determined between HACP and vendor after review of successful vendor system.**
- h. # of Process Flows

**A:** Will be determined between HACP and vendor after review of successful vendor system.

i. # of Crystal Reports

**A:** Will be determined between HACP and vendor after review of successful vendor system.

j. # of LBI Dashboards

**A:** Will be determined between HACP and vendor after review of successful vendor system.

**Item 15: Q:** There should be a specification for the 2 softwares, payroll and HR. The purpose of this specification is to detail the various functions of the software, and if there is no specification it is difficult to develop software. It is difficult for me and my team to give a time for a task of the payroll software and human resource software without knowing the functionality behind this task. What exactly is the functionality the tasks

**A:** It is the assumption of the Authority that we will procure software/services based on an existing software package. If the vendor is proposing software development, the vendor should include time and cost for discovery and specification.

**Item 16: Q:** Is there a fixed operational phase date for these two softwares?

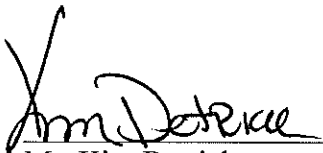
**A:** Current authorization expires on 7/31/2017. However, this date can be extended to cover implementation/conversion if needed.

**Item 17: Q:** Does our organization need to carry a license to do business in Pittsburgh specifically in order to respond to this rfp?

**A:** No.

**Item 18:** The proposal due date is changed to June 12, 2017 and the time and location remain unchanged at 2:00 PM at the HACP Procurement Dept., 100 Ross St. 2<sup>nd</sup> Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 5**



Mr. Kim Detrick  
Procurement Director/Contracting Officer

5-23-2017

Date