

Milwaukee County, WI

ADDENDUM #1

RFP #98160018 – Countywide ERP System

9/16/2016

The following changes/clarifications have been made to the original request for proposal.

1. **Question:** Primarily, our question centers around how the Transit Authority will pay its employees. Will those be processed from the County “instance” or from the separate Transit “instance”, and the related financial transactions will those be kept on the County’s books, or within the Transit Authority’s GL?

Response: *Depending on your application this may need to be a separate instance or a separate company. Transit does its own GL and processes its own payroll.*

2. **Question:** As you might be aware, there is currently a flurry of ERP activity in your area. Waukesha County, Kenosha County, Milwaukee Public Schools and you all have RFPs that have been or will be released in a very tight window of time. I strongly suspect that many of the leading providers will all be involved in most if not all of those scenarios. We want to ensure that Milwaukee County receives the best possible responses to address your needs. With that in mind, we respectfully request that the RFP response due date be adjusted to Tuesday, October 11.

Response: *The RFP due date has been extended one week to October 5, 2016 at 3:00 PM local time.*

3. **Question:** Would Milwaukee County be willing to sign a non-disclosure agreement (NDA) so that we can release some of the more sensitive information that the County is requesting?

Response: *After conferring with our internal Office of Corporation Counsel, we have determined that Milwaukee County will not sign the requested Non-Disclosure Agreement. Please note that as part of this addendum the County has provided a form for proposers to use to call out confidential information in their proposals that they believe should be shielded from open records requests. That form is attached to this document and must be included with every proposer’s proposal.*

4. **Question:** Question regarding RFP Section 1.3 (Current Key Application Environment), can you clarify what application MCTS is running for core financials & purchasing?

Response: *MCTS is running a variety of ‘homegrown’ applications to support various primary financial and operations related functions including payroll, inventory, etc.*

5. **Question:** Question regarding RFP Section 1.3 (Current Key Application Environment), can you clarify what application MCTS is running for HR/Payroll?

Response: *MCTS is running a variety of ‘homegrown’ applications to support various primary financial and operations related functions including payroll, inventory, etc.*

6. **Question:** Question regarding RFP Section 1.4.1 (Summary of Network & Computing Environment), can you clarify what county data center operations are being relocated to an IaaS provider in 2016-2017?

Response: *Milwaukee County will be locating all of its core compute technology to the OneNeck Data center in Madison, with backup/failover facilities in Eden Prairie MN. The connectivity will be with redundant 10gb circuits.*

7. **Question:** Question regarding the number of users on page #15 of 102 of the RFP, can you provide the number of unique users totaled across all functional areas?

- a. Specifically, we are try to understand if some users are being counted multiple times because they use both the Financial, Purchasing, Payroll, HR and Budget Systems.

Response: *The expected number of County staff requiring access to each functional area has been provided in table 1.6 of the RFP. For example, a County user might need to have access to the financial, purchasing and payroll modules. The number of users reported in the RFP is an estimate of the expected number of County employees that will need to access the specific functional area.*

8. **Question:** How many total active employees and retirees are managed in the HR/Payroll system today?

Response: *We have a total of 4868 active employees and 7900 active retirees and 1500 deferred retirees that are managed in the HR/Payroll and Pension systems today.*

9. **Question:** Question regarding general ledger requirement #115 in the functional requirements spreadsheet, can you clarify what is “Disaster Tracking” and how this will be used by the County?

Response: *The County requires an ability to easily report on expenses associated with the response to a natural disaster.*

10. **Question:** Based on the large volume of functional requirements and the overall complexity of your RFP, would the County extend the due date for proposals from September 26, 2016 to October 10, 2016?

Response: *The RFP due date has been extended one week to October 5, 2016 at 3:00 PM local time.*

11. **Question:** Question regarding cash receipting requirement #97 in the functional requirements spreadsheet, can you clarify what “website payment” system the County runs and how the County would like this system to interface with your new ERP System?

Response: The County would like a future system to be able to process cash receipts even in the case of network difficulties or in offline mode (and ‘sync’ once the connection has been reestablished).

12. ***Question:*** Due to the size and complexity of the requirements for this project, Denovo would like to request a 3-week extension on the due date in order to fully provide our best solution proposal for the County.

Response: The RFP due date has been extended one week to October 5, 2016 at 3:00 PM local time.

13. ***Question:*** What is the first year and extended year’s budget for this project?

Response: The County will not be releasing project budget information at this point in time.

14. ***Question:*** It is assumed that the functional requirements and associated vendor application software modules will be applicable and in scope for both the County and Transit Department. Could you please validate and/or identify where the Transit Department requirements or modules may be a subset of the County’s or vice versa?

Response: The functional requirements are applicable to both the County and Transit organizations unless otherwise specified as one or the other within a requirement.

15. ***Question:*** Question regarding section 2.3.1 Disadvantaged Business Enterprise (DBE) Utilization / Page 28, The DBE target is 10%. Is that a percentage of the total proposal value, or just the services component?

Response: The goal is based on the service component. The percentage is on the total contract value less any software, hardware or allowances. In the event allowances (allowance associated with services) are later authorized participation shall be considered on a portion of the allowance.

16. ***Question:*** CherryRoad, in partnership with Oracle, would like to respond to the above mentioned RFP. In order to pull together a quality, detailed RFP response, I would like to request a 2-3 week extension on the due date. Would you please let me know if this is possible?

Response: The RFP due date has been extended one week to October 5, 2016 at 3:00 PM local time.

17. ***Question:*** (Cashiering) In section 1.3, Current Application Environment, the Point of Sale for cash receipting is called out as an interface. However, in section 1.5, Expected Scope of System Solution, Cash Receipting is listed as required core functionality. Please provide clarification to determine if a cash receipting solution is required or optional.

Response: There are numerous County departments that will be retaining their legacy point of sale solutions and will require an interface to the future ERP solution.

18. ***Question:*** (Integrations) Can you provide a list of your current integrations?

Response: Please refer to the Interfaces Tab within the Pricing Forms for a listing of current and potentially desired interfaces.

19. **Question:** (Payroll) What is the number of earnings and deductions currently in use?

Response: *196 total pay codes and 176 total deductions are currently in use.*

20. **Question:** (Payroll) How are garnishments handled today? Will these be handled in-house or via third party vendor?

Response: *They are entered into payroll system by county staff but all calculations and processing is handled by our payroll service provider.*

21. **Question:** (Payroll) Do you use commitment accounting (Encumbrances)?

Response: *Yes. Encumbrance controls are established.*

22. **Question:** (Time Tracking) Are there employees that use external time clocks to report time? How many?

Response: *Yes, approximately ¾ of our employee population is decentralized and enters their times on local systems, including time clocks, computers or mobile devices.*

23. **Question:** (Time Tracking) Is project time going to be entered in a Time Tracking module? How many employees are expected to enter project time? How many projects will a worker be assigned to on average?

Response: *Yes some of the employees will use project and accounting code strings will be used by employees. Currently we have approximately have 1800 employee who enter these codes into the time and attendance system which then flows into the payroll system and then general ledger.*

24. **Question:** (Time Tracking) How many scheduling systems will need to interface with the ERP system? Will these groups using the scheduling systems enter time in the system? Examples noted in requirements are Police and Fire.

Response: *None, it is an expectation that the scheduling system will be part of the Time and Attendance application.*

25. **Question:** (Financials) Do you bill any outside entities for non-grant projects that you incur costs for?

Response: *Yes*

26. **Question:** (Financials) Would each municipality be a separate legal entity?

Response: *Transit is part of the consolidated CAFR; while a separate federal ID, Transit is a quasi-governmental instrumentality of Milwaukee County*

27. **Question:** (Proposal Organization) The RFP states in Section 3 on Page 29 that the Proposal Signature Form is to be a separate sealed document. Section 3.13 states that the Proposal Signature Form is to be

included in that section. Can the County please clarify its preferred location of the Proposal Signature Form?

Response: *Please include the proposal signature form in Section 13 of your proposal response.*

28. **Question:** What is the total number of retirees for which any type of payment is calculated and paid via Payroll?

Response: *None they are not paid out of payroll they are paid out of the pension system. We process approximately 11,000 pension checks per month.*

29. **Question:** What is the total number of non-employees (i.e. contractors, volunteers) who need access to the HCM solution or for whom worker information is tracked (with the exception of not include beneficiaries of current employees)?

Response: *900*

30. **Question:** What is the total number of users who will need access to Time & Labor (please include full-time and part-time as well as non-employees and approvers) plus anyone for whom time is tracked even if they do not access the system themselves?

Response: *The expected number of County staff requiring access to each functional area has been provided in table 1.6 of the RFP.*

31. **Question:** Will the County use the recruiting solution to hire part-time/seasonal employees?

Response: *Yes*

32. **Question:** Will the County use the recruiting solution to hire non-employees (i.e. contractors, volunteers)?

Response: *No, however it will be used for on-boarding them.*

33. **Question:** What is the total number of employees (full-time and part-time) who will develop career plans?

Response: *All employees, contractors, and volunteers.*

34. **Question:** What is the total number of employees (full-time and part-time) who will require access to learning management system?

Response: *All employees, contractors, and volunteers.*

35. **Question:** What is the total number of non-employees who will require access to learning management system (if you provide training to contractors, volunteers or external groups/organizations)?

Response: *900*

36. **Question:** What is the total number of employees who will need transactional access to any of the following modules: GL, AP, AR/Billing, FA and Cash Management (do not include employees who only need to approve AP invoices or employees who just need reporting/query access to any one or more of these modules)?

Response: *The expected number of County staff requiring access to each functional area has been provided in table 1.6 of the RFP. For example, a County user might need to have access to the financial, purchasing and payroll modules. The number of users reported in the RFP is an estimate of the expected number of County employees that will need to access the specific functional area.*

37. **Question:** What is the total number of expense reports processed per year?

Response: *The County processes between 800-850 expense reports each year and 3600 auto mileage reimbursements per year. MCTS processes approximately 500 expense reports each year.*

38. **Question:** What is the total number of AP invoices processed per year?

Response: *Please refer to Section 1.6 of the RFP, Key Transaction Volumes Table.*

39. **Question:** What is the total number of procurement employees (include both central and de-central procurement employees - buyers, managers, etc. Do not include employees who only create requisitions)?

Response: *Estimated 150 procurement users (approvers, sourcing)*

40. **Question:** What is the total number of employees, enterprise-wide, who will need to create online requisitions or will need to approve requisitions and/or purchase orders?

Response: *The expected number of County staff requiring access to each functional area has been provided in table 1.6 of the RFP. The number of users reported in the RFP is an estimate of the expected number of County employees that will need to access the specific functional area.*

41. **Question:** What is the total number of procurement employees who will need access to sourcing module (not everyone with a "purchasing role" may need access to this module. Non-purchasing employees who are involved in RFP creation or evaluation do not need to be included in this number)?

Response: *The County will require more information on the purpose of the 'sourcing module' prior to identifying the exact number of users.*

42. **Question:** What is the total number of employees who will need access to procurement contracts module (include procurement employees involved in contract management as well as general counsel/legal employees who author terms and conditions. If legal only approves terms and conditions (T&C), please do not include them in the number. Please only include legal employees if they will be authoring T&Cs in the contracts module)?

Response: Estimated 250 contracting functional access (authoring, management, templates, clauses, editing, approvals). Ability to view, search, read, access archive would be unrestricted number.

43. ***Question:*** What is the total number of procurement employees who will need access to supplier qualification management module (not everyone with a "purchasing role" may need access to this module. Non-purchasing employees who will provide input on vendor surveys do not need to be included in this number. Please only include Purchasing users)?

Response: The County will require more information on the purpose of the 'supplier qualification management module' prior to identifying the exact number of users.

44. ***Question:*** What is the total number of employees who will need access to inventory module?

Response: At this time, less than 20 users will require transactional access. Others might require 'read-only' access.

45. ***Question:*** What is the total number of employees who will need transactional access to project accounting/costing module (include project accounting staff, grant administrators and project managers that need to impact project/grant transactions. Do not include employees who only need reporting/query only access to grant data)?

Response: < 25 employees

46. ***Question:*** What is the total number of employees who are responsible for billing for project and/or grant reimbursable costs?

Response: < 25 employees

47. ***Question:*** What is the total number of employees who are responsible for administering grants (do not include employees who only need reporting/query only access to grant data)?

Response: < 20 employees

48. ***Question:*** What is the total number of employees who need reporting/query only access to data in any part of the system (do not include any employees who will have transactional access to any part of the system)?

Response: The County will require more information on the functionality of the system until a determination on needs for 'read-only' access can be determined.

49. ***Question:*** What is the total number of Planning & Budgeting employees?

Response: <30

50. ***Question:*** What is the total number of employees outside of Planning & Budgeting that will need access to the system during the budget development cycle?

Response: <200

51. **Question:** What is the total number of employees who are involved in the development of content for the Budget Book (include any employees outside of the Budget Dept who may be involved in the process)?

Response: <25

52. **Question:** What is the total number of employees who are involved in the development of content for the CAFR (include any employees outside of the Accounting Dept who may be involved in the process)?

Response: *Eight employees with direct involvement in the CAFR and would need access. Other departments provide input through email to Central Accounting staff.*

53. **Question:** What is the total number of employees who are involved in the development of content for RFP's (include any employees outside of the Proc Dept who may be involved in the process)?

Response: *Estimated 250, if “development of content for RFP's” is collaborative access/interactive within ERP. Content only, does not include evaluation and award process.*

54. **Question:** We noticed the County outlined the evaluation process, which is much appreciated. In the RFP we noticed the following definitions:

1. Core: Components of the solution that MUST be responded to by vendors in the RFP.
2. Expanded: Components of the proposed solution that may be optionally proposed by responding vendors but are not mandatory to include in the vendor's response.

Based on the above definitions, will the County only weigh the “Core”? For example if the County is scoring each vendor will the 40% weight in round three (for example) of functionality be based on “Core” only? Or will the County award more points if a vendor responds to the Expanded or will a vendor be penalized for not responding to none or partial response of the “Expanded”.

Response: *The County will only be weighting the “Core” modules.*

55. **Question:** Under Section 2.10 of the RFP, it states that “The County will be free to use all information in the vendor's proposal for the County’s purposes.” Will the County clarify that such “use” is limited to the County’s internal evaluation of the information and that Confidential Information of the vendor shall be held in confidence by the County and not otherwise disclosed absent a legally compelled disclosure to which no valid exemption applies?

Response: *Wisconsin has a very strong public policy favoring public access to government records. Milwaukee County and its records custodians will fully comply with the Public Records Law. A form included with this addendum provides proposers with the opportunity to designate portions of its proposal as confidential. Proposers should carefully consider the form and use it to designate any portions of the proposal containing proprietary or confidential information. In the*

event of a records request for proposals, the proposer's designations will be evaluated as part of the custodian's response to the request.

56. **Question:** Under Section 2.10 of the RFP, it states that "Vendor proposals shall remain confidential until the County's Executive Steering Committee makes its recommendation to County Board." Will the County clarify that Confidential Information of the vendor that is included in its proposal shall be held in confidence by the County even after the County's Executive Steering Committee makes its recommendation to County Board (absent a legally compelled disclosure to which no valid exemption applies)?

Response: Wisconsin has a very strong public policy favoring public access to government records. Milwaukee County and its records custodians will fully comply with the Public Records Law. A form included with this addendum provides proposers with the opportunity to designate portions of its proposal as confidential. Proposers should carefully consider the form and use it to designate any portions of the proposal containing proprietary or confidential information. In the event of a records request for proposals, the proposer's designations will be evaluated as part of the custodian's response to the request.

57. **Question:** Would the County be willing to sign our NDA? Otherwise, how would you like us to include proprietary and confidential information in our response? Would an additional redacted copy be acceptable?

Response: After conferring with our internal Office of Corporation Counsel, we have determined that Milwaukee County will not sign the requested Non-Disclosure Agreement. Please note that as part of this addendum the County has provided a form for proposers to use to call out confidential information in their proposals that they believe should be shielded from open records requests.

58. **Question:** Under Section 2.1 of the RFP, it states "Before submitting a proposal, the vendor shall be thoroughly familiarized with all contract conditions referred to in this document and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date. The terms of the RFP and the selected vendor's proposal and any additional documentation (e.g. questions and answers) provided by the vendor during the solicitation process will be integrated into the final contract for services entered into between the County and the selected vendor. It shall be the vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date. Addenda will be posted on the County's internet site (<http://county.milwaukee.gov/bop>) along with the RFP." In addition, under Section 2.29 of the RFP, it states: "Upon acceptance in writing by Milwaukee County of the final offer to furnish any and all of the services described herein, and upon receipt of any required federal, state and local government approvals, the parties shall promptly execute the final contract documents. The written contract shall bind the proposer to furnish and deliver all services as specified herein in accordance with conditions of said accepted proposal and this RFP as negotiated." The RFP seeks solutions that may include pre-existing commercial software that can be configured, but not customized. Such solutions are expected to change over time and it is likely that the County would go live on a release of such solution that is not

available today. Proposals for such solutions are snapshots in time and are outdated by the time the solution goes live. Attachment of the RFP or proposal to the contract is not appropriate in such cases because a vendor of such systems can warrant only to their then-current documentation, not customer-created descriptions of functionality. Please confirm that, where a vendor who offers such a solution will also provide appropriate protections to the County against fraud in the inducement or degradation of the solution's functionality over time, the County will consider a contract which does not incorporate the RFP or proposal.

Response: No. The RFP and the successful proposer's proposal will be incorporated by reference into the contract.

59. ***Question:*** Under Section 2.25 of the RFP, it states, "All responses, inquires, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the vendors that are submitted as part of the proposal shall become the property of the County upon receipt, a part of a public record upon opening, and will not be returned." Respondents are not being compensated for their effort in preparing responses and, under U.S. copyright law, are the owners of the intellectual property associated with their responses. Please confirm that the County is not seeking a transfer of ownership of the intellectual property rights in responses, and is only seeking to confirm that it will be entitled to retain responses.

Response: Confirmed.

60. ***Question:*** For Employee Benefits – Benefits, item 6 "Ability to restrict access with anything that has PHI in it." Can you verify what PHI stands for?

Response: The HIPAA Privacy Rule establishes a set of national standards for the use and disclosure of individually identifiable health information – often called protected health information (PHI).

61. ***Question:*** For Employee Benefits – Benefits, do you outsource your Cobra Administration? If so, who do you use and will you continue to outsource Cobra?

Response: Yes we outsource and yes we plan to continue to outsource.

62. ***Question:*** For Employee Benefits – Benefits, can you clarify item 74 "Ability to assign the order of benefit deduction paid by fringe?"

Response: The system should be able to differentiate between taxable and non-table fringe benefits.

63. ***Question:*** For Employee Benefits – Accruals, item 84 "Ability to track Workers Comp and integrate with 3rd party providers." What type of Workers Comp information do you need to track? What 3rd party provider are you referring?

Response: We are required to track hours for pension service credit. We would like to integrate with Aegis.

64. ***Question:*** For Employee Benefits – Other Reporting Requirements, item 111 "Ability to create Fitness for Duty and Return to Duty Forms." Can you expand on this and provide examples?

Response: These are standard forms the County would like the system to produce.

65. ***Question:*** For Employee Benefits – Off boarding, item 120 “Ability to support activation of County administered pension plan.” Are you looking for a Pension system? If not, can you expand on this requirement?

Response: As per page 13 of the RFP, the County has included Pension Administration functionality as an ‘Expanded’ module.

66. ***Question:*** For HR Core and Position Control – General Integration, item 6 “Ability to limit changes to historical hours banks and employee records based on the authority level.” Can you expand on what type of historical bank you are referencing?

Response: Our needs require any system be able to track multiple banks of hours as defined by the county for such items as benefit eligibility and probationary status. Example of these would be a bank of certain types of hours worked or certain types of hours credited but not paid.

67. ***Question:*** For HR Core and Position Control – General Integration, item 37 “Ability to track internal equity both by employee and position.” Can you provide an example?

Response: This request is based on compensation management and wanting to be able to easily access data on compensation for a given position or department based on factors like time in position or total experience.

68. ***Question:*** For HR Core and Position Control – Personnel Administration, items 101-102 “Range minimum (please state minimum in the comments field)” and “Range maximum (please state minimum in the comments field).” Can you provide an example?

Response: For compensation management some positions have an assigned pay range that have a minimum and maximum assigned to that range. We need to be able to monitor positions assigned to that range to assure that their compensation is able the minimum and below the maximum.

69. ***Question:*** For HR Core and Position Control – Personnel Administration, item 197 “Retention agreements.” Can you provide an example?

Response: Retention agreements are agreements with an employee whereby the employee receives a lump sum or a certain amount of compensation in exchanged with their agreement to stay with the organization for a certain period of time.

70. ***Question:*** For HR Core and Position Control – Personnel Administration, item 212 “Ability to report on all employee and non-employee (i.e., vendors, contractors) data for workforce planning/management purposes.” Can you provide an example of vendors/contractors and how they are used?

Response: In our IT function we have several individuals that are not employees but are independent contractors and these requirements refer to being able to track who these individuals are.

71. **Question:** For HR Core and Position Control – Personnel Administration, item 231 “Allow for a Social Media component for interaction with employee.” Can you provide an example?

Response: *This has to do with using Social Media as a communication tool to communicate with employees.*

72. **Question:** For HR Core and Position Control – Compliance Tracking & Reporting, item 239 “COBRA.” Are you looking for a COBRA Administration system or do you outsource? If you outsource, what type of COBRA functionality are you looking for?

Response: *We outsource to third party vendor. As for functionality we are looking for an automatic email process to the third party vendor when an employee terminates.*

73. **Question:** For Payroll – General Functional Requirements, item 25 “Ability to account for taxability of deductions based on taxability of overpayments.” Can you provide an example?

Response: *The system should take into account (and provide updates to) any IRS tax guidelines.*

74. **Question:** For Payroll – Garnishments, item 120 “Ability to calculate garnishment for extra hire employees.” Can you explain what an extra hire employee is?

Response: *Extra hire is a type of employment used to supplement the regular work force in meeting short-term, ‘irregular’ needs.*

75. **Question:** For Payroll – Other Earnings, item 202 “Ability to compute total hours worked multiplied by rate per hour when less than a standard pay period amount is due to an individual.” Can you provide an example?

Response: *When their scheduled hours would be 80 but they worked 60 hours that pay period.*

76. **Question:** For Payroll – Retro Pay / Deductions, item 252 “Ability to clear deductions in arrears that exceed employee’s wages.” Can you provide an example?

Response: *The system should be able to track employees where deductions/garnishments exceed employee wages.*

77. **Question:** For Payroll – Retro Pay / Deductions, item 254 “Ability to clear employee claims/overpayments based on taxation (pretax or post tax claim/payment).” Can you provide an example?

Response: *The system should take into account (and provide updates to) any IRS tax guidelines.*

78. **Question:** For Payroll – Payroll Processing, items 306-307 “Ability to run proposed current and future payroll and validate payroll results/paystub” and “Ability to run proposed current and future payroll and validate payroll results and report information.” What do you use the future payroll for?

Response: *For budgeting purposes.*

79. **Question:** For Payroll – Direct Deposit, item 325 “For employee benefits on leave without pay (LWOP), family leave employees with no pay, and COBRA, ability for system to state which fields are needed to track direct pay agreements, and track direct start, end dates, and changes.” Can you provide an example?

Response: *We would like a system to manage employees benefits who are on leave without pay.*

80. **Question:** For Recruiting – General Functional Requirements, item 17 “Manager able distribute cost/costing as it relates to talent management.” Can you provide an example?

Response: *This has to do with cross charging employee training hours, should an employee take an LMS or other type of training course.*

81. **Question:** For Recruiting – Applicant Tracking, item 55 “Allow resubmission of application and resume information in certain circumstances as defined by County.” Can you provide an example?

Response: *Under civil service rules, we need to have a group of employees reapply for a certain position.*

82. **Question:** For Recruiting – Testing, item 95 “Ability to compute, record and process examination results/scores according to exam plan by definition.” Can you provide an example of how this process works?

Response: *This has to do with civil service exams for civil service jobs. Example, we have a 100 applicants apply for deputy position and they all need to take a test to continue on in the hiring process.*

83. **Question:** For Time and Attendance – Employee Set-Up, item 76 “Ability to automatically change the status of an employee to "terminated" when maximum leave period has been attained.” Can you provide an example?

Response: *The system should comply with EEOC enforcement guidelines.*

84. **Question:** For Time and Attendance – Data Collection, items 78-118. Are you looking for the time collection hardware as part of this proposal or the proposed system to integrate to your current time collection devices?

Response: *Preferred that they would integrate to our current time collection devices but we would consider replacing them if necessary.*

85. **Question:** RFP – Section 1.2- Pages 8- The County has stated that the Human Resources Department has both Ceredian Recruit and Cornerstone for Applicant Tracking. Which is the primary Applicant tracking software? What is the use of the other application?

Response: *Cornerstone*

86. **Question:** RFP- Sections 1.2 and 1.6- The County has stated that there are a total of about 6000 employees in section 1.2. But in Section 1.6 the total number of employees are (5000+250= 5250) for time entry. Kindly let us know the permanent employees that the County and Transit have on its rolls currently, as well as the approximate maximum number of temporary employees during a year

Response: *See chart below.*

87. **Question:** RFP – Section 1.6- Pages 15- Out of the 265 (250+ 15) financial users,

1.)How many would need access for data entry and view access to the screens? Please exclude users who would need access for invoice approval. **Approximately 215**

2.) How many would need access only for reporting? **Approximately 50**

Response: *See above estimated user counts.*

88. **Question:** RFP – Section 1.6- Pages 15- Out of the 1200 Purchasing users, how many would be from the Core Purchasing users for creation and maintenance of Purchase Orders, contracts, and Agreements? How many would be the Requisitioners and requisition approvers?

Response: *400 encompassing contracting and purchasing, a population of 150 related to PO management and approvals, and 250 active contract management (authoring, management, templates, clauses, editing, approvals). Balance of 1200 having system access for requisitions, archives, search, and shopping. All employee ability to browse and view information on purchasing and contracting.*

89. **Question:** RFP – Section 1.6- Pages 17- Out of the 45000 vendors in the AP system, how many have been active in the last 2 years?

Response: *There are approx. 7000 vendors that have been paid in the last 2 years*

90. **Question:** How many bargaining units do each of the County and the Transit have contracts with?

Response: *See previously provided in requirements.*

91. **Question:** Pricing Sheet – Interfaces tab- It is assumed that the new ERP system would be the source of truth for Payroll and HR data. Considering this, kindly explain the data that would be needed to be interfaced from Empower to the ERP HRMS system.

Response: *Empower is just one of several interfaces needed for outside vendors. Refer to RFP for more information.*

92. **Question:** How many employee expense reports are currently being processed by the County and Transit authority?

Response: *The County processes between 800-850 expense reports each year and 3600 auto mileage reimbursements per year. MCTS processes approximately 500 expense reports each year.*

93. **Question:** What is the expected user count for Projects and Grants Management?

Response: < 20 employees

94. **Question:** When does the budget cycle start for the County and MCTS?

Response: County – May; MCTS - March

95. **Question:** What is the timeline within which the County and MCTS expect the entire implementation to be completed?

Response: The County requests that Vendors to propose an implementation timeframe that is most suitable to the effective deployment of the offered solution.

96. **Question:** How many biometric Clocks would be required for time keeping?

Response: We do not use biometric clocks.

97. **Question:** In section 1.2, the RFP indicates that the county employees 6000 employees. In section 1.6 you breakdown the employee counts as follows:

Description	County	MCTS	Combined
Permanent	3384	1040	
Part Time	123	0	
Seasonal	1131	1	
Hourly/Pool	252	0	
Subtotals	4890	1041	5931
Volunteers/Interns	500	0	500

Based on this information, the 6000 employees indicated in section 1.2 appears to include both the county and MCTS but not volunteers. Can you confirm this for licensing purposes?

Response: For licensing purposes you should rely on the chart above to be accurate.

98. **Question:** Are you looking for vendors to also include 500 licenses for volunteers and contractors to clock in/out or otherwise record time worked in the new system?

Response: Yes, please note this 500 includes some contractors as well.

99. **Question:** Are MCTS employees paid by the route or by start and stop time?

Response: Start and stop time.

100. **Question:** What is the estimated number of time clock devices that are needed by the County?

Response: 230 time clock devices and also have several individuals that use the computer or mobile devices for time tracking as well.

101. ***Question:*** How many employees do you envision using mobile devices to record time worked, view accrual balances, request time off and/or to review timecard information?

Response: 2,000 – 3,000 employees

102. ***Question:*** The scheduling requirements 15-23 in the time and attendance tab appear to be requirements from 24x7 operations. Which County department(s) are driving the scheduling requirements in this section?

Response: Airport, transit, mental health hospital, sheriffs, house of corrections, and zoo.

103. ***Question:*** Also, for any department that has more advanced scheduling requirements like those covered in 15-23 of the time and attendance tab, can you please provide a total number of employees in the department? Sample list provided below

Airport – Fire **20**

Sheriff **400**

OEM – 911 Communications **60**

Mental Health Facility **600**

House of Corrections **400**

Zoo **50**

Response: See above listed numbers.

104. Milwaukee County hereby deletes the contents of Section 5.21 of the original RFP and replaces it with the following:

5.21 Insurance Coverage

As a condition of performing work for the Client, Vendor must provide satisfactory evidence of insurance coverage as follows:

- A. Commercial general liability of at least \$1,000,000;
- B. An umbrella policy equal to or greater than the value of the contract;
- C. Professional Liability or Errors and Omissions Insurance with the provision to purchase an unlimited tail and a limit equal to or greater than the value of the contract;
- D. Statutory workers compensation insurance with \$1,000,000 of Employers Liability for all sections.
- E. Technology and Internet Error and Omissions Liability of at least \$3,000,000

The coverage shall be the minimum amounts and shall not be diminished during the term of this Agreement and the Vendor shall provide copies of all certificates of insurance to the satisfaction of the Client as to coverage and content and shall maintain such coverages for at least three (3) years from the completion of the Services associated with this Agreement.

Other Requirements

Evidence of insurance coverage, required herein, is to be provided to us in ACORD Certificate Form 25 or 25-S or an equivalent form and must indicate:

- A. That Commercial General Liability insurance policy includes coverage for item specified in 10.A above.
- B. A Best's rating for each insurance carrier at B+VII or better.
- C. That the insurance company will provide thirty (30) days written notice of cancellation to the certificate holder and other words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" do not apply or have been removed.
- D. That the Client is additional insured on the General Liability policy certified,

Insurance Options

General Liability limits may be attained by individual policies or by a combination of underlying policies with umbrella and/or excess liability policies.

105. Milwaukee County hereby deletes Section 7.16 of the original RFP in its entirety and replaces it with the following:

(See next page)

Insurance and Indemnity Acknowledgement Form

Vendor must at the time of the contract award provide to the County proof of all Liability clauses listed below:

Indemnity:

The parties agree to the fullest extent permitted by law, to indemnify, defend and hold harmless, the other party and its agents, officers and employees, from and against all loss or expenses including cost and attorney's fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the indemnifying party, or its (their) agent(s) which may arise out of or are connected with the activities covered by this Agreement. The County's liability shall be limited by Wis. Stat. Section 893.80 for general liability.

The foregoing obligations are conditioned upon: (a) prompt written notice by the indemnified party to the indemnifying party of any claim, action or demand for which indemnity is claimed, provided however that the failure to give such notice shall not relieve the indemnifying party of its obligations hereunder except to the extent that such indemnifying party is materially prejudiced by such failure; (b) complete control of the defense and settlement thereof by the indemnifying party, provided that no settlement of an indemnified claim shall be made without the written consent of the indemnified party; and (c) reasonable cooperation by the indemnified party in the defense as the indemnifying party may request. The indemnified party shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Insurance:

Contractor shall maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims of tort, statutes, and benefits under Workers' Compensation laws, as respects damage to persons or property and third parties in such coverages and amounts as required and approved by the County Director of Risk Management and Insurance. Acceptable proof of such coverages shall be furnished to the Director of Risk Management and Insurance prior to services commenced under this Contract.

It is understood and agreed that Contractor shall obtain information on the liability coverages of all sub-consultants and/or sub-contractors in the same form as specified above for review of the County.

Type of Coverage	Minimum Limits
Wisconsin Workers' Compensation	Statutory (Waiver of Subrogation for Workers Comp by Endorsement)
Employer's Liability	\$100,000/\$500,000/\$100,000
Commercial General Liability	\$1,000,000 Per Occurrence
General Aggregate	\$3,000,000 Per Occurrence
Bodily Injury & Property Damage	\$1,000,000 Aggregate
Personal Injury	\$1,000,000 Per Person
Contractual Liability	\$1,000,000 Per Occurrence
Fire Legal Liability	\$300,000 Per Occurrence
Professional Liability	
Errors & Omissions	\$3,000,000 Per Occurrence
Automobile Liability	

Bodily Injury & Property Damage \$1,000,000 Per Accident
All Autos-Owned, non-owned
Uninsured / Underinsured Motorists Per Wisconsin Requirements

Cyber Liability \$5,000,000 Per Occurrence

Crime Coverage \$1,000,000 Per Occurrence (Includes Third Party coverage)

Milwaukee County, as its interests may appear, shall be named as an additional insured for general, automobile, as respects the services provided in this Contract. Disclosure must be made of any non-standard or restrictive additional insured endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable. Notice of cancellation, nonrenewal, or material change shall be afforded to the county in accordance with the provisions of the policies.

The insurance specified above shall be placed with at least an A-/VIII rated carrier per AM Best's Rating Guide approved to do business in the State of Wisconsin. Any deviations or waiver of required coverages or minimums shall be submitted in writing and approved by the County Director of Risk Management and Insurance as a condition of this Contract. Waivers may be granted when surplus lines and specialty carriers are used.

A Certificate of Insurance shall be submitted for review to the County for each successive period of coverage for the duration of this Contract

Except for Worker's Compensation and Employers Liability, Milwaukee County shall be named as and Additional Insured in the general and automobile liability policies as its interests may appear as respects the services provided in this agreement. A waiver of subrogation shall be afforded to Milwaukee County on the Workers' Compensation policy. A thirty (30) day written notice of cancellation or non-renewal shall be afforded to Milwaukee County.

The insurance specified above shall be placed with an A rated carrier per Best's Rating Guide approved to do business in the State of Wisconsin. Any deviations or waiver of required coverages or minimums shall be submitted in writing and approved by Milwaukee County's Risk Manager as a condition of this agreement.

A certificate of insurance shall be submitted for review to Milwaukee County for each successive period of coverage for the duration of this agreement.

The undersigned certifies and represents an understanding of Milwaukee County's Insurance and Indemnification requirements. The undersigned acknowledges that Milwaukee County is, in part, relying on the information contained in this proposal in order to evaluate and compare the response to the RFP.

Vendor's Name

Title

Signature

Date

106. Milwaukee County hereby adds the following Proprietary Information Disclosure Form, which all proposers must complete and submit with their technical proposals.

(See next page.)

PROPRIETARY INFORMATION DISCLOSURE FORM

(Sign and Submit with Technical Proposal)

The attached material submitted in response to the Request for Proposal includes proprietary and confidential information, which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats. or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c). Wis. Stats. as follows: "Trade Secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic
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IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HERBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD MILWAUKEE COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF MILWAUKEE COUNTY'S AGREEMENT TO WITHHOLD THE MATERIALS.

Failure to include this form in the Request for Proposal may mean that all information provided as part of the proposal response will be open to examination and copying. Milwaukee County considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold Milwaukee County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____

Signature

Authorized Representative _____

Type or Print

Date _____

Any proposal received after stated closing time will be returned unopened. If proposals are sent by mail to the location stated in the RFP, the proposer shall be responsible for actual delivery of the proposal to that location before the advertised due date and hour. If mail is delayed either in the postal service or in the internal mail system of the County beyond the proposal due date and hour, proposals thus delayed will not be considered and will be returned unopened.

*****THIS ADDENDUM MUST BE RETURNED WITH THE ORIGINAL PROPOSAL *****

PLEASE COMPLETE THE INFORMATION BELOW:

SIGNATURE _____ DATE _____

PRINTED NAME _____ TITLE _____

COMPANY _____

MAILING ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____ E-MAIL ADDRESS _____