

**ANSWERS TO QUESTIONS FOR
RFP HRDRM-17-05-RBB
APRIL 18, 2017**

1. What will the system of record be that the payroll solution needs to interface to?

Answer: It will vary by each court; but some examples include:

- ***SAP***
- ***PeopleSoft***
- ***Lawson and***
- ***Oracle***

2. How many systems will the payroll solution need to interface to?

Answer: It will vary based on the individual court and the systems they are using; but typically – up to 3 systems.

3. Besides tax filing, are any compliance services needed (garnishment processing, ACA administration etc.)?

Answer: The following are needed:

- ***New hire reporting to the State of California***
- ***Unemployment Compensation processing***
- ***Interface with 3rd Party vendors such as CalPERS***
- ***Country Retirements***
- ***Deferred Compensation***
- ***Health Benefits Enrollments as well as manage COBRA process***
- ***Generate 3rd Party Recap (IRS Form 8922)***
- ***Affordable Care Act (IRS Forms 1094-B, 1095-B, 1094-C, and/or 1095-C) and reporting Government Compensation in CA, and***
- ***any new California state or Federal requirements as needed.***

4. What is the breakdown of the employee count for all the various courts?

Answer: See Attachment 11 – Employee Counts

5. What are the HR functional needs of the system, as only payroll and some time and attendance elements are mentioned? Are benefits, talent, recruiting etc. all expected functional pieces?

Answer: Aside from time and attendance management, other systems functionality will support a full spectrum of HR management including:

- ***Benefits administration (tracking benefit plans, open enrollment capabilities, and collecting data required for ACA)***
- ***Talent management (recruitment, performance management and compensation)***

- **Compliance with regulatory changes, and**
- **Analytics (real time dashboards, easy access to reports).**

6. Is the preference for a hosted, configurable solution?

Answer: Yes.

7. What self-service/mobile functionality is needed?

Answer: Self Service functionality needed are:

- **Mobile access to HR**
- **Benefits info and enrollment**
- **Time and payroll related data**
- **On-demand access to payroll data**
- **Attendance records and**
- **Other routinely requested information with a single-entry log in.**

8. How many reports do the various courts need and can you please provide them?

Answer: This varies by each court. However, as an example, the courts require the following reports:

- **New hire reporting to the State of California,**
- **Unemployment Compensation processing,**
- **Interface with 3rd Party vendors such as CalPERS,**
- **Country Retirements,**
- **Deferred Compensation,**
- **Health Benefits Enrollments as well as manage COBRA process,**
- **Generate 3rd Party Recap (IRS Form 8922),**
- **Affordable Care Act (IRS Forms 1094-B, 1095-B, 1094-C, and/or 1095-C) and reporting, Government Compensation in CA, and**
- **any new California state or Federal requirements as needed.**

9. In the Cost proposal, the vendor is asked to provide costs based on an employee range for sections of the RFP referenced (2.3.1. 2.3.2, 2.3.3 etc.). However, those sections are not in the RFP document as labeled. Please explain how you would like the breakdown of pricing to show in the cost proposal.

Answer: The Cost Proposal published is not the correct worksheet and a new amended one has been submitted and posted. This will have the correct labels based on the deliverables.

10. When do the Courts expect to begin implementation?

Answer: July 1, 2017

- **NOTHING FOLLOWS** -