

**REQUEST FOR PROPOSALS
JUDICIAL COUNCIL OF CALIFORNIA**

**RFP TITLE: PAYROLL SERVICES
FOR THE JUDICIAL COUNCIL OF CALIFORNIA
RFP NUMBER: BAP-22-125RB**

ANSWERS TO QUESTIONS

1. The time to turn around the RFP is extremely fast, will there be an extension? **ANS: There will be no extension.**
2. What is the target go-live date? **ANS: Preferably June 2023**
3. Is there a formal template with stats on the scope, number of employees, courts etc.? **ANS: There is no formal template. Payroll is for approximately 500 employees and 1000 contractors.**
4. Do you have a template/preference to submit Pricing/Rates/Fees? **ANS: The Cost Proposal Sheet template provided in this RFP.**
5. How many active contractors are working currently? **ANS: Approximately 1000.**
6. Do you intend to move these contractors to new vendors, if the incumbents are not awarded again? **ANS: No incumbent vendor for contractors.**
7. Please provide a breakdown of full-time, part-time, temporary and seasonal employees – **ANS: All employees are “temporary” – paid per assignment.**
8. In order to respond with our Payroll Systems, we must include our Core HR and Benefits modules (Payroll cannot be implemented without these), however the RFP does not state a need for these modules. Will proposals that include additional modules be accepted? Or is JCC only interested in purchasing a Payroll Services module? **ANS: We are only interested in a Payroll Service Provider. We do not want to purchase any systems.**
9. Are there Incumbent vendors for this contract? Please provide the names of the Incumbent vendors for this contract. **ANS: ADP for payroll, no incumbent for contractors.**
10. What Payroll system do you currently have? **ANS: ADP**
11. How many vendors do you intend to award? **ANS: One vendor.**
12. What are any challenges or pain points with the present contract vendors? **ANS: None.**
13. Who manages the system currently? **ANS: JCC staff**

14. Are you looking for the bidder to provide staff personnel or just professional services? Can you give the hourly rates for each of the roles requested from the incumbents? Are pay/bill rate ranges allowed, or are you looking for a single rate per role? Are the roles you are looking to fill able to work remotely? Hybrid or onsite? How many roles do you anticipate recruiting for yearly during this contract? Do you require Resumes of candidates for this project attached to the RFP submission? Does the dept dictate the pay rates? Are prevailing wages required for RFP? What is the interview process like when accepting resumes? How many interviews happen prior to offer? How long does it take from submitted a resume to interview to offer? **ANS: No staff personnel required; just professional payroll services.**
15. Do you require COI attached to RFP submission? **ANS: There is no need for a COI as no staff personnel required just professional payroll services**
16. Are vendors required to bid on all positions/categories? Can bidders just respond to certain areas of the RFP and still qualify? **ANS: No responses required for all areas.**
17. Is there local preference for Bidders? Are out of state bidders seen as a disadvantage to local companies? **ANS: There is no preference; no disadvantage to out-of-state bidders.**
18. Are there specific MBE/SBE/DBE/MWBE preference? **ANS: There is preference to small business if they comply with the requirements on Attachment 5.**
19. Does the bidder need to be registered with Secretary of State to submit response? Do you accept out of state Good Standing letter and business certifications? **ANS: Yes**
20. Please provide incumbent bid tabulation and/or pricing contract? What does the total spend per incumbent for the duration of the previous contract What does the total spend per incumbent for the past 12 months of this contract? **ANS: Approximately \$20K per year.**
21. What is the new budget for year for this RFP? **ANS: Currently at \$25K**