



October 12, 2016

## REQUEST FOR PROPOSALS

### Information Technology RFP 1702 PeopleSoft Time Card Project and Talent Acquisition Management Project

#### ADDENDUM #4

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at [www.springfield-or.gov](http://www.springfield-or.gov). By selecting the hyperlink *Purchasing/Contracts* from the menu on the left side of the home page, interested parties will be linked to the RFP/ITB page.

- 1. Question:** As per the RFE city planned to implement TAM, Is city performed any Fit-Gap analysis, If yes, how much is the percentage of the Gap between city requirements v/s PeopleSoft Vanilla?

**City's Response:** The City is going to implement TAM vanilla and we are going to change our business processes to align with the functionality given by Oracle PeopleSoft. If there are any customizations done, it will be minimal.

- 2. Question:** As stated in RFE currently city has both data base admin and PeopleSoft admin. What would be the SLA's for environment setup or data refresh (full/partial)?

**City's Response:** The production environment is built on VM so it can be refreshed from a snapshot. There are backups done every night or adhoc backups done as needed. Data recovery should be fairly easy. We have the resources in IT and the turnaround is fairly fast.

- 3. Question:** City is planning to implement candidate gateway in TAM, what city is expecting from the vendor to provide support in configuration within PeopleSoft or networking level?

**City's Response:** We have a Network Manager that will be setting up the hardware and the interface to PeopleSoft for applicants. He is very well versed in network configurations. The PeopleSoft team is well versed in HCM and just need direction for the setup. What we need from the vendor is direction on the configuration needed in PeopleSoft, the configuration needed for hardware, firewall setup, and the security needed for only allowing applicants to apply. Attachment 1b in the RFP gives more information on what is our requirement.

- 4. Question:** As per the city documentation, City is maintaining account codes using some custom panels now, Is city implementing the ACS (Accounting Cost Structure) for the first time?

**City's Response:** We are using the delivered account code tables in PeopleSoft HCM (Valid\_Combo\_Tbl, Acct\_Cd\_Tbl, Acct\_Cd\_Tbl\_GL.) We also have some custom tables of accounts for the timecard module. We use the explode process from Financials that according to rules, explode fund, org, account, and project into all the different combinations that are possible. It then loads them into the Acct\_Cd\_Tbl in HCM. From there, we

select what combinations we want to use and then attach those to actual profiles of employees. We are not familiar with ACS, depending on cost and value the City may consider. As part of this project, we will be adding the program code to the GL account code string.

5. **Question:** Is city have both punch time (E-log) and positive time reporters?

**City's Response:** Punch time is available to departments that want to track overtime hours or other special hours by when they worked the time. Punch time is part of the timecard module. Punch time and eLog are in two different systems and functions. eLog is a program developed by the City of Eugene Information Services Division (ISD) to support firefighters roster time for the Eugene and Springfield Regional Fire Department.. eLog is hosted and maintained by Eugene. Any changes to eLog and the export file will be done by programmers in Eugene. We will be working with the export file and importing it into our timecards. All employees use the positive time reporting and also list the time they are off on leave.

6. **Question:** validations incorporate onto the timecard based on the OPM or State Rules?

**City's Response:** The validations are based mainly on PeopleSoft rule processing plus the union contract language. There are policies out of Human Resources that used but are not considered OPM. We do not use the State Rules.

7. **Question:** validations incorporated through custom peoplecode or using delivered PeopleSoft rule processing?

**City's Response:** Our validations are both custom and delivered. They are part of the paysheet edits report that was written as part of the timecard entry module. They are based on the response to question #6 above. There are some entry based rules using PeopleCode to control employee entry of account codes, earning codes, etc.

8. **Question:** What is the payroll system city is using and currently doing any accounting distribution and reconciliation with budget office?

**City's Response:** PeopleSoft HCM The timecards are loaded into the PeopleSoft paysheets and payroll is processed from the PeopleSoft paysheet function. After payroll is calculated and checks are produced, a payroll JE is created to post the accounts and expense to the Financial General Ledger.

9. **Question:** Is city uses PeopleSoft absence management system? if NO How city capturing employee leaves?

**City's Response:** We are not using the absence management system. We use leave accruals and do reporting off of that data. We use our timecards to enter time taken in sick, vacation, floating holiday, comp time, and any other leave plan that has been defined. We use the leave plan tables to identify the accrual rates for employees. There is a process that runs as part of the payroll process that adds leave hours and taken hours.

10. **Question:** Please see below the proposed exceptions to the proposed contract for the RFP #1702. New language is in bold and underlined, and language to be removed is struck out.

In addition, while not a part of the contract, Dimension Systems, Inc., would note that it will be providing detailed information regarding several of its employees, its pricing, and information relating to its pricing. This information must be considered as confidential and not subject to disclosure.

12. **Materials and Supplies.** Independent Contractor shall supply all materials and supplies needed to perform the services required unless otherwise agreed in writing, **with the understanding that this does not include the software to be installed/updated, and the City will cooperate with the Contractor and provide access as needed to the City's IT system to perform the work.**

15. **Indemnification and Hold Harmless.** The Contractor shall assume all responsibilities for the work, and bear all losses and damages directly or indirectly resulting to the Contractor, the City, or to others on account of the character or performance of the work, unforeseen difficulties, accidents, or any other cause whatsoever **attributable to the negligence or wrongdoing of the Contractor**. The Contractor shall assume defense of, indemnify and save harmless the City, its officials, agents, and employees from all claims, liability, loss, damage and injury of every kind, nature and description, directly or indirectly resulting from activities in the performance of the Contract, the ownership, maintenance or use of motor vehicles in connection therewith, or the acts, omissions, operations, or conduct of the Contractor or any Subcontractor under the Contract or any way arising out of the Contract **attributable to the negligence or wrongdoing of the Contractor**, ~~irrespective of whether any act, omission or conduct of the City connected with the Contract is a condition or contributory cause of the claim, liability loss, damage or injury and irrespective of whether act, omission, or conduct of the Contractor or Subcontractor is merely a condition rather than a cause of a claim, liability, loss damage or injury.~~ The Contractor shall not be liable for nor be required to defend or indemnify, the City relative to claims for damage or damages resulting solely from acts or omissions of the City, its officials, agents or employees. The absence of or inadequacy of the liability insurance required in section 16 shall not negate Contractor's obligation in this paragraph.

17. **Termination.** The performance of work under this Agreement may be terminated by CITY, in whole or in part, whenever for any reason CITY shall determine that such termination is in the best interest of CITY. Any such termination shall be effected by delivery to the Independent Contractor of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination is effective. Upon delivery to the Independent Contractor of a Notice of Termination under this paragraph, the Independent Contractor and CITY shall, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefor by CITY. **Similarly, the Independent Contractor may terminate this agreement upon 30-days notice by providing written notice to the CITY, and the parties likewise will, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefor by CITY.**

**City's Response:**

The proposal is considered a public document and only if your proposal contains "Trade secrets" as defined by ORS 192.501 will those sections be treated as confidential. Pricing is not one of the elements defined in the State Statute and as such will not be treated as confidential.

Please do not share any personal identifying information about your employees that would include social security number, address, ect. However, their resumes, education and business related information need to be included in your proposal as required in the RFP. That information is not considered confidential and will not be treated as such.

**Paragraph 12.** City is ok with this change.

**Paragraph 15.** City is ok with this change.

**Paragraph 17.** The city will not accept the changes as proposed but will agree to amend to the following. ~~Similarly, the~~ The Independent Contractor may terminate this agreement upon 30-days' notice by providing written notice to the CITY, and the parties likewise will, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefor by CITY. ~~In the event of termination by the Independent Contractor, the~~ The amount of such payment due to the Independent Contractor will be that portion of

the Contract Price attributable to the work performed and equipment delivered and accepted by the city CITY through the effective date of the termination, or as otherwise agreed to in writing.

In the event that it is necessary to further amend, revise or supplement any part this ITB, additional addenda will be posted on the City's website at <http://www.springfield-or.gov> (select the *Purchase Contracts* hyperlink and RFP 1702 PeopleSoft Timecard and Talent Acquisition Management Projects Addendum #4). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers to whom City provided the initial RFP. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

**ALL BIDDERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #4 AS PART OF THEIR SUBMITTAL PACKAGE.**