Question & Response to RFP Outsourced Payroll #10522

1) Based on the timeline you provided – with your decision being 1/25/19 – when do you anticipate the actual "go live" date – first check date?

ASPA Response: The tentative target "go live" date is August/September 2019. We anticipate to modify the project schedule to move demonstrations to February and to award the contract in March 2019. That decision will be confirmed and communicated mid-November.

2) 1.4. **Schedule and manage diverse training** - required, general, new hire orientation. *Can you provide any more detail on your expectations as it relates to scheduling the training? Is the expectation that we also include a full learning management system (LMS) which would include delivering the actual training content?*

ASPA Response: The expectation is that a LMS will not be in the scope of this project. We are interested in processes that could support our HR on-boarding/off-boarding process. For example, are there capabilities to add new hire documents that can be delivered through an employee portal and electronically acknowledged when the employee has read the document?

3) 1.9. **Provide position control**, position requisition tracking and job code tracking. *What specifically is meant by position control as different organizations tend to use this term differently?*

ASPA Response: Position control for ASPA is used to track a job and a position within the hierarchy of that job by date and events that occur within a date range. For example, a Job is a "Crane Operator" and that job can have two levels of positons such as "Crane Operator I" and "Crane Operator II".

4) 2.10 Provide process automation wherever possible including but not limited to annual CoLA pay scale update process, annual employee step increase process, annual open enrollment elections, **bargaining unit contract amendments and civil service rule updates.** *Outside of being able to calculate and apply retroactive pay what is the expectation as it relates to bargaining unit contract amendments and civil service rule updates?*

ASPA Response: The expectation is that the Outside Payroll Processor will be able to provide mass-update capabilities to a group of employees. For example, ASPA has outlined six payroll groups including a group we call Hourly. A sub-group of Hourly is ILA union members. This subgroup may have a contract review with the following outcome: pay rate changes where everyone in that subgroup receives a 3% pay increase and a policy change where this subgroup adds a paid holiday for the day after Thanksgiving in the next calendar year.

Thank you for your questions and please let me know if additional clarifications are needed.

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