

ADDENDUM NO. 1

Date: December 17, 2024

**TO: CANYON COUNTY'S REQUEST FOR PROPOSALS
Human Resources Information System and/or Payroll System**

See Attached Exhibit "1," incorporated by reference herein, which consists of Addendum No. 1 to Canyon County's Request for Proposals Human Resources Information System and/or Payroll System.

Approved this 17 day of December, 2024.

BOARD OF COUNTY COMMISSIONERS

absent
Commissioner Leslie Van Beek

Brad Holton
Commissioner Brad Holton

Zach Brooks
Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, Clerk

Monica Reyes
Deputy Clerk

Date: 12-17-24

**ADDENDUM NO. 1
OVERVIEW**

Date: December 17, 2024

Human Resources Information System and/or Payroll System

To: All Proposers

PROPOSALS DUE DATE: As stated in the Calendar of Events, Proposals must be delivered to the Clerk, Board of County Commissioners' Office, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605, no later than January 9, 2025 at 9:00 a.m.

1. NOTICE TO PROPOSERS:

- A. This Addendum shall be considered part of the original Canyon County, Idaho's Request for Proposals ("RFP") for Human Resources Information System and/or Payroll System issued by the Board of County Commissioners on November 26, 2024.
- B. Proposers are hereby notified that they shall make necessary adjustments in their Proposals based upon this Addendum.
- C. This Addendum consists of:
 - Cover Sheet (1 page)
 - Addendum No. 1 Overview (1 page)
 - Questions and Clarifications (4 pages)

**ADDENDUM NO. 1
QUESTIONS AND CLARIFICATIONS**

Date: December 17, 2024

Human Resources Information System and/or Payroll System

TO: All Proposers

Proposals Due: January 9, 2025 9:00 a.m.

Miscellaneous Clarifications:

1. The following information, as well as the RFP in Portable Document Format (PDF) will be available on the County website at <https://www.canyoncounty.id.gov/elected-officials/commissioners/legal-notice>.
2. The Calendar of Events on page six of the RFP issued November 26, 2024 is updated below.

Revised Calendar of Events

The following is a schedule of events concerning the proposal process: (Note: Unless specifically provided otherwise, all events will take place in the Commissioners' Meeting Room on the first floor of the Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605).

1. Distribution of RFP.....**9:30 a.m., November 26, 2024**
2. Publication of Legal Notice.....**November 30, 2024 and December 7, 2024**
3. Questions/Clarifications and/or Written Objections to Specifications and/or Procedures Due.....**5:00 p.m. December 10, 2024**
4. Addendum**1:30 p.m. December 17, 2024**
5. Proposals Due.....**9:00 a.m. January 9, 2025**
6. Proposals Opened.....**9:30 a.m. January 9, 2025**
7. Board Notice of Intent to Award Contract (tentative)**9:30 a.m. January 30, 2025**
10. Objections to Award (due within seven days of award; tentative)
..... **9:30 a.m. February 6, 2025**

3. Questions and/or Requests for Clarification that were not submitted in writing and received by Clerk of the Board of County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at bocc@canyoncounty.id.gov pursuant to Section J.3 of the RFP are not addressed in this Addendum.

Questions:

Written questions/clarifications were submitted by:

- Neo Gov;
- UKG.com
- Denovo
- Monad Solutions
- Mythics
-

Questions received by Neo Gov:

Q.1. Please provide employee breakdown with the following details

- Full-time employees
- Part-time employees
- Seasonal/Temporary employees

A.1. - Full time employees – 831
- Part time employees – 52
- Seasonal/Temporary employees - 12

Q.2. Most of our law enforcement customers use Vetted for their background investigation needs. Would Canyon County like us to include this functionality within the proposed scope, or should it be excluded?

A.2. We are specifically looking for the functionality of being able to attach our background check authorization into our hiring documents, then routing that authorization to the appropriate parties. We would need E-signature capability to do this as well as the other needs for E-signature.

Question received by UKG:

Q.1. Is there flexibility to extend the due date for this RFP submission?

A.1. An extension will be granted to 01/09/2025.

Q.2. What is the dedicated budget for this project?

A.2. We are currently working on the budget for this project.

Q.3. Do we need to answer the HRIS Scope for the RFP section line by line, or is that just informational?

A.3. It is informational. We are looking for to see how the system function from end to end covering all requirements outlined in the RFP.

Q.4. There is some mention of 28-day schedules in your RFP. Are you currently using any specialized public safety scheduling solutions for Patrol, Fire, EMS or Corrections?

A.4. We are not using any specialized public safety scheduling. We are looking for a system capable of multiple pay cycles, including those for Law Enforcement at 28 days or 14 days as outlined by the FLSA.

Q.5. How are you managing shift or vacation bidding?

A.5. We do not have shift bidding or vacation bidding.

Q.6. Do you have the ability to fill open positions using rules by qualifications?

A.6. We do not currently have this option.

Questions received by Denovo:

Q.1. What is the estimated budget for this project? Additionally, is the funding for the project already secured, or are there any contingencies we should be aware of?

A.1. We are currently working on the budget for this project. The funding is secured on an annual basis and there are no contingencies.

Q.2. Who are the key stakeholders and decision-makers involved in this project? Will there be a steering committee or a dedicated project team from your side?

A.2. Key stakeholders are Human Resources and Auditing. We will not have a dedicated project team but there will be sufficient resources to complete the project.

Q.3. The HRIS scope for the RFP calls for Inventory Management. Could you please advise what specifically you intend to use Inventory Management for within the HRIS system?

A.3. We are looking to track and inventory company issued equipment through the HRIS.

Q.4. Is Canyon County utilizing outside consultant to help guide you through the evaluation and selection process for this project?

A.4. No.

Q.5. Has Canyon County seen any demos of HRIS systems in the last two years? If so, which HRIS systems have you seen demonstrations of?

A.5. No.

Q.6. Are there any critical deadlines or milestones we need to be aware of?

A.6. We are looking to make a decision and have sufficient time to implement and test to go live on 10/01/2025.

Q.7. Is the timeline flexible, or are there specific constraints driving the project schedule? Furthermore, would Canyon County consider an extension of its deadlines for the RFP response?

A.7. An extension will be granted to 01/09/2025.

Questions received by Monad Solutions:

Q.1. What is the total number of employees that will be using the system?

A.1. We have 895 employees.

Q.2. Is there a defined budget range for this project?

A.2. We are currently working on the budget for this project.

Q.3. Can work be shared between the onshore and offshore teams, onshore being customer facing consultants and technical work can be accomplished by offshore?

A.3. Yes.

Q.4. As it is mentioned Addendum will be released on 12/17/2024. Is there a possibility for extending the due date so that we will have time to incorporate details provided in addendum?

A.4. An extension will be granted to 01/09/2025.

Q.5. Can you let us know the current system the County is using and if there are background checks process in place?

A.5. Canyon County currently uses ADP. Current background check process happens outside of any current system. We are looking to integrate the process into the system to main electronically.

Q.6. Do you need integration with any existing system?

A.6. We have an in-house system we need to integrated with for payroll information for our retirement program.

Q.7. What, as part of Inventory Management, does the County expect to track? How does the County currently track equipment assignments?

A.7. We are looking to track and inventory company issued equipment through the HRIS.