



MOBILE HOUSING AUTHORITY

SOLICITATION TYPE:	Request for Proposal (“RFP”)
RFP NUMBER:	MHA-11-R-2024
SOLICITATION TITLE:	PAYROLL HRIS SYSTEM AND RELATED SERVICES
DOCUMENT TITLE:	RESPONSES TO CLARIFICATION QUESTIONS/ANSWERS
SOLICITATION ISSUE DATE:	June 28, 2024
CLARIFICATION DATE/INQUIRIES DEADLINE:	<u>July 12, 2024, by 2:00 P.M., CST</u>
PROPOSALS DUE DATE AND TIME	<u>July 29, 2024, by 2:00 P.M., CST</u>
METHOD OF SUBMISSION	Proposals will only be accepted by electronic submission at: <u>procurement.mobilehousing.org</u>

**MOBILE HOUSING AUTHORITY
MOBILE, ALABAMA**

In response to the issuance of, **MHA-11-R-2024, PAYROLL HRIS SYSTEM AND RELATED SERVICES** Mobile Housing Authority (“MHA”), hereby responds to questions regarding the RFP as indicated below:

A. Responses to Questions Received.

1. What current payroll software are you currently using?

MHA Response: UKG UltiPro

2. What don't you like about the current system?

MHA Response: N/A

3. How many employees will be serviced by the payroll system?

MHA Response: 76

4. What is the total budget allocated for this Payroll/HRIS project?

MHA Response: Cannot share

5. Can work be shared between onshore and offshore team, onshore being customer facing consultants and technical work can be accomplished by offshore?

MHA Response: Yes

6. Can you provide more details on the current systems being used for payroll, HR management, and timekeeping? This will help understand the scope of data migration needed.

MHA Response: Payroll is processed by the vendor with a custom report for the County Personnel Board, HR management is more administrative weighted with some self-service options for the employees, timekeeping is biometric clocking.

7. What is the expected timeline for implementation and go-live? The RFP mentions an implementation date of October 21, 2024 - is this firm?

MHA Response: On the last October payroll; yes

8. How many users (HR staff, managers, employees) are expected to use each module of the system?

MHA Response: 76

9. What specific integrations are required with the Yardi Systems accounting software? Are there any other existing systems that the new HRIS needs to integrate with?

MHA Response: General ledger details by account numbers, setup of general ledger rules, Configuration of Site Locations, Organization, Tax Information, Tax Groups, Banks, Distribution Center, Pay Groups, Earnings, Earnings Groups, Deduction Benefit Plans, Option Rates, Age Graded Rates, Deduction Groups, PTO, Salary Grades, Workers Compensation, Job Codes, and General Ledger Export Report to include all pay groups; we also need to be able to extract from the payroll system 3 custom payroll reports required by the Mobile County Personnel Board, which are as follows:

- 1. P03 Payroll Register**
- 2. P01 Payroll Register**
- 3. Exception Report**

10. What are the expectations for ongoing support and maintenance after implementation?

MHA Response: Responsive and timely.

11. Will you accept a bid for the Applicant Tracking and Electronic Onboarding component of the overall system you seek? Our company provides this hiring management component which can integrate with any HRIS.

MHA Response: No for applicant tracking; yes, regarding onboarding

12. If yes to the above question (for pricing purposes), can you please provide answers to the following:

-- How many concurrently posted jobs do you have on average? **1**

-- How many new-hires do have on average in any given year? **10**

-- How many onboarding documents do you have on average?**15-20**

-- How many HR users will register in the system? **1-2**

-- How many non-HR users will register in the system? **We currently have 76 employees**