

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
RPGL-2021-19
HRIS / PAYROLL SYSTEM
ADDENDUM NO. 2
July 27, 2021**

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum on the Proposal Response Page (Attachment A).

Question 1. *Is the Town of Glastonbury using a cloud version of Tyler/Munis or software?*

Answer: No. We are on-premise (self-hosted).

Question 2. *Has it been determined how much historical employee data will be implemented into the new Payroll/HRIS system?*

Answer: Although this has not yet been decided the following is anticipated:

- A minimum of five years of wage history for current employees for pension purposes;
- Current pay rates and benefits deductions, not historical rates of pay;
- Pay grades, titles, positions, supervisors and significant dates will be uploaded from Excel file (or similar);
- We do not expect to implement the data of former employees.

Question 3. *Is the Town of Glastonbury seeking a cloud-based Payroll/HRIS solution or a software based solution?*

Answer: The Town is seeking a cloud-based solution, but is open to a combination cloud-prem solution.

Question 4. *Is the town currently working with any Payroll company representative on implementing a fully integrated Payroll/HRIS/T&A solution, can you share which companies you have worked with for the town's needs?*

Answer: No, currently the Town is not working with any payroll company on current or future needs.

Question 5. *Currently how does the town house employee forms to be accessed for all employees including new hires once the forms are completed, changed, or updated (i.e. new direct deposits, W-4, new hire forms)?*

Answer: Currently, the Town houses employee forms through a shared drive, and printed paper. We are in the process of implementing an electronic onboarding program.

Question 6. *Does the town currently use Labor Distribution, job costing at the payroll and T&A level and is this information set up to update Tyler Munis?*

Answer: Yes, the Town uses the project code as a way of tracking employees that have more than one job. It is used in Parks department for specific programs. It is maintained in Munis.

Question 7. *If vendor is not able to meet the 1/1/22 payroll implementation guideline, will the RFP be considered?*

Answer: Yes. For tax reasons 1/1/22 is the Town's ideal go live date. If a vendor anticipates a longer timeframe for payroll implementation they may submit their proposed implementation timeframe as an exception to the RFP response and explain how tax-related concerns will be handled to allow for a successful payroll implementation.

Question 8. *Can you please provide more insight on your task management requirements? Are you planning replacing your ERP system?*

Answer: The Town is looking for a system to provide the functionality as outlined in the Scope of Work. The Town does not have a formal Enterprise Resource Planning system.

Clarification for all Respondents:

Code of Ethics Acknowledgement on Page 16 of the RFP

The Town cannot waive the requirement regarding the Code of Ethics. If there is specific language within the Town's Code of Ethics that your firm takes exception to, please identify it in your proposal response for consideration by the Town.

END OF ADDENDUM NO. 2 TEXT