The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106

Request for Information No. 24-12
Payroll, Time Management, and Human Resources Management System
Addendum Two

To: See Email Distribution List

From: Shannon Stewart
                Manager of Contract Administration

Date: June 13, 2024

No Pages: 5

This addendum is issued on June 13, 2024, prior to the RFI due date to add, delete, modify, clarify and/or to respond to questions submitted by Prospective Respondents regarding the work included in the above referenced solicitation.

QUESTIONS

1. **Question:** How do you manage Payroll: PTO (accruals), garnishment, Direct Deposit, Pay Card or Daily Pay and Tax Compliance Management?

   Response: Question Withdarwn.

2. **Question:** Who is your payroll provider?

   Response: Please see response to Question 3 in Addendum # 1.

3. **Question:** Do you utilize Job Costing?

   Response: No.

4. **Question:** How do you handle Union Labor Distribution?

   Response: Question withdrawn.

5. **Question:** Do you have prevailing wage?

   Response: No, the Authority does not have prevailing wages.

6. **Question:** What software are you using for accounting?

   Response: Please see response to Question 3 in Addendum # 1.

7. **Question:** Do you post your GL? If so, is it an integrated process or manual?

   Response: Yes, manually.

8. **Question:** What types of HR Products are you interested in reviewing? ATS, Hiring/Onboarding, Personnel Files, EEO-1, WOTC, Performance? Who is your current vendor for these products?

   Response: Please refer to the scope section of the RFI document.

9. **Question:** How do you manage Benefit Administration: Open Enrollment, Carrier Feeds, ACA and COBRA? What technology do you use?

   Response: A. Sage HRMS is the platform for Open Enrollment, but this function is currently only performed by the Benefits Manager through a file feed directly to the carrier– employees are not able to make elections in the system.

   B. Sage HRMS is the platform for benefits administration.

   C. We utilize carrier feeds to ACA through Aatrix; and COBRA through iSolved.

10. **Question:** What type of reporting needs do you have? Do you have a sample of some reports that are mission critical you can share?

    Response: Please refer to the Scope section of the RFI document. We are not able to share sample reports.

11. **Question:** Do your employees have mobile app access? If so, what percentage uses the application?

    Response: No.

12. **Question:** What is your expectation of support?

    Response: The Authority expects full support, 24/7.

13. **Question:** How is time and attendance and scheduling managed? Would you like to evaluate our solution? Can you share the time policies and scheduling criteria?

    Response: Please see response to Question # 3 in Addendum # 1. If you offer solution, yes, please include information in your response. We are not currently able to share time policies and scheduling criteria.

14. **Question:** How do you manage Payroll Taxes? Do you outsource or do so inhouse?

    Response: We manage them in-house.

15. **Question:** Do you take advantage of WOTC?

    Response: No.

16. **Question:** Do you have integration with your 401k? If so, what platform do you use?

    Response: The Authority's plan type is 457, and there is no integration with the plan administrator.

17. **Question:** Could you share a sample payroll register?

    Response: No.

18. **Question:** Are you invoiced per pay or monthly?

    Response: Question withdrawn.

19. **Question:** What is your average monthly employee count?

    Response: The Authority's average monthly employee count is 1,114.

20. **Question:** What is your monthly billing?

    Response: Question withdrawn.

21. **Question:** What are your annual costs?

    Response: Question withdrawn.

22. **Question:** What are your W-2 costs?

    Response: $3,085.00

23. **Question:** Can you please provide an auditable version of the "Request for Information Form"?

    Response: A word version of the form contained in the RFI document is posted to the Authority's website.

24. **Question:** What is the Authority's current HRMS, Payroll and Time Tracking solutions?

    Response: Please see response to Question 3 in Addendum # 1

25. **Question:** Regarding the delivery of the response, the RFI has states one (1) original, six (6) copies, and one (1) electronic version. Do you want the electronic version on thumb drive? Or emailed to Shannon Stewart?

    Response: The electronic version must be one file on a USB drive that is not password protected. The USB drive must be submitted with the hard copies of your response.

26. **Question:** When thinking of the best fit provider(s) for your organization, would you say it is most important for you to have an all-in-one solution or partner with integrated best in breed solutions for your needs?

    Response: We would need to better understand the solutions offered to be able to make that decision.

27. **Question:** Could you explain in a bit more detail the current state of how the Authority accomplishes each of your areas in scope? i.e. current LMS (if any), current process for compensation management, etc.?

    Response: Currently no LMS in use. Compensation management consist of mass updates for cost-of-living adjustments, and equity adjustments conducted on a case-by-case basis. The Authority seeks solutions for this.

28. **Question:** Is there a timeline in which the Authority would like to have a new vendor in place?

    Response: Preferably within the next year.

29. **Question:** Was there anything that has occurred in recent history or any organizational changes that have happened to bring this project forward as a priority for The Authority?

    Response: The current contract is expiring.

30. **Question:** Once RFI responses are submitted, what is the process for vendor review and evaluation moving forward?

    Response: The Authority will review responses for the latest industry standards and technology to assist in writing an RFP. Currently, there is no anticipated release date for the RFP.

31. **Question:** Are there any tools in your current tech stack that will be staying and are a requirement for the new HRMS to be integrated with?

    Response: This information is not available.

32. **Question:** Can you provide a detailed overview of your organizational structure, including the number of employees and breakdown of unionized vs. nonunionized staff?

    Response: Please refer to the Background Information of the RFI document.

33. **Question:** What are the current systems that handle HR, Payroll, Benefits, LMS, Talent Acquisition, Performance, and Time and Attendance? What specific challenges do you face with these systems?

    Response: Please see response to Question 3 in Addendum #1; and refer to the RFI document.

34. **Question:** How do you currently handle payroll processing, including wage payments, payroll taxes, and direct deposits?

    Response: The processing of payroll is currently done through HRMS; taxes are paid manually, and direct deposits are generated by the payroll system but submitted through E-treasury (TD Bank).

35. **Question:** Referring to payroll processing, what are your requirements for payroll tax filings, generating W2s, and handling payroll deductions? Tax filing and w2 generation are sometimes a service provided by a third party.

    Response: Weekly and monthly taxes are handled manually. Quarterly tax filings and W-2 filings are handled with a third-party vendor with information from our payroll. We would like to continue with that process.

36. **Question:** Do you need the new system to integrate with existing financial or accounting software? If so, what are they?

    Response: This would be ideal. The financial/accounting software is GP Management.

37. **Question:** How do you manage leave balances and accruals, including FMLA and other leave types? What specific functionalities are you looking for in this area?

    Response: Leave balances and accruals are currently managed through Kronos. Please refer to the Scope section of the RFI for the specific functionalities of time and attendance.

38. **Question:** How do you currently manage employee records? What compliance requirements do you have, particularly regarding union agreements and regulatory standards?

    Response: The Authority currently manages employee records through HRMS and physical employee files. We must comply with local, state, and federal regulatory standards, and CBAs as applicable.

39. **Question:** What are your needs for talent acquisition, onboarding, and management?

    Response: Please refer to the Scope section of the RFI.

40. **Question:** Are there specific features you require for tracking employee performance and career development?

    Response: No.

41. **Question:** How do you manage employee benefits currently? What functionalities do you need for benefits administration, including open enrollment and employee self-service options?

    Response: Please refer to Question #9, as well as the Scope statement of the RFI.

42. **Question:** What are your requirements for a learning management system?

    Response: The Authority does not currently utilize a learning management solution but would like respondents to include any solutions offered in their responses.

43. **Question:** Do you need capabilities for tracking training compliance and development programs?

    Response: Yes.

44. **Question:** What other systems will the new HR solution need to integrate with? Are there specific integration challenges you anticipate?

    Response: At this time, the other system that HR/Payroll would need to integrate with is the Time and Attendance system, Kronos. As with any new system, we expect challenges with integration, but we cannot speak to those specific challenges.

45. **Question:** How do you currently handle data security and compliance? What specific security features are important to you in a new system?

    Response: We partner with our internal Information Technology team. Data security is extremely important, so we would require the highest level of protection in a new system.

46. **Question:** How do you plan to handle data migration from your existing systems to the new system?

    Response: We expect to have a full partnership between the HR/Payroll team, IT team, and the selected Offeror from the RFP process to develop a working solution to best handle data migration.

47. **Question:** Are there specific data migration requirements or challenges you anticipate?

    Response: Please refer to Question 44 and 46 above.

48. **Question:** What types of reports and analytics do you need from your HR system?

    Response: Please see response to Question 10.

49. **Question:** Are there specific metrics or dashboards you would like to have?

    Response: Some examples of metrics include DEI reports, cost per hire, and percentage of unionized employees vs non-unionized employees reports. Please include all reporting functionalities in your response.

END OF ADDENDUM TWO