



Community Coordinated Care for Children, Inc. (4C)

February 21, 2019

Request for Proposal Questions and Answers for:

Payroll, Time Attendance and Human Resource Information System

1. In reviewing the RFP, I can see all of the payroll requests. Are you looking for an all-in-one Time & Attendance/Payroll/HR solution? We offer Time & Attendance and HR functionality, but we do not offer Payroll. We consider ourselves best in breed Time & Attendance with HR functionality, and we commonly integrate with all best in breed Payroll Solutions.

Answer: Yes, 4C would prefer an all in one solution that will accept piecemeal solutions also.

2. I have some questions regarding the RFP. In order to provide a proposal, I am going to need some additional information.

- How many employees? FT and PT
- How often are they paid? All on the same pay frequency?
- Is anyone based out of state?
- How many garnishments?
- How many time clocks are needed?
- What type of clock is being requested? Mag reader or biometric?
- How many licenses would be needed for Applicant Tracking (administrative users)
- Is delivery to 1 location or multiple? If multiple, how many?

Answer: As of today we have a total of 308 employees; 273 full-time employees and 35 Part-time employees. They are often paid Bi-weekly and all in the same pay frequency. No one is based out of state. We currently have 2 garnishments (Child Support). We need web based time clocks. What we currently use is e-time clock. (Never used Mag Reader or Biometric). We need at least 7 licenses. (4 licenses for HR and 3 licenses for Accounting). The delivery is for one location and it is web based.

3. Please provide clarification on the preferred format on how we are to respond to the list of requirements in Attachment 1.

Answer: Times New Roman size 11