



**Superior Court of California
COUNTY OF ALAMEDA**

Finance and Facilities Division
René C. Davidson Courthouse
1225 Fallon Street, Oakland, CA 94612
Telephone: (510) 891-6279

Memorandum

Date: August 15, 2016

To: Potential Bidders

From: Linda Salcido, Sr. Fiscal Services Specialist **Contact:** bidquestions@alameda.courts.ca.gov

Subject: Responses to Questions
RFP SC 016/060 Human Resources Information System

This Addendum No. 1 is issued for the Human Resources Information Systems RFP No SC 016/060 which was issued on Tuesday, August 2, 2016.

The following questions were received during the time permitted to do so according to the timeline within the RFP. Included are the responses to those questions received.

QUESTIONS:

Q1: Will the Superior Court be releasing an additional document to the HRIS RFP No. SC 016/060 containing a list of specific features and functions that are desired for the new system?

A1: Yes, the attached document, Exhibit 1, outlines the desired features and functionalities the Court would like to have for its new system.

Q2: With respect to the pre-existing systems (ADP, Cornerstone On Demand, NeoGov) in place, please provide the specific product being used as well as the version number.

A2: Information provided as follows:

ADP WorkForceNow:

Product: Human Resources Information System
Release: 11.00.000 **Build Number:** 11.0.0.124

ADP E-Time:

Product: Time & Attendance

Version: n/a

CornerstoneOnDemand:

Product: Learning Management System

Version: n/a

NeoGov:

Product: Talent Management System

Version: n/a

SuccessFactors:

Product: Performance Management System

Version: n/a

Wizmo:

Product: Human Resources Information System

Version: n/a

Q3: Regarding historical data, what type of data is expected to be migrated from the existing system? How many years do you plan to bring over?

A3: The Court is looking to keep data dating back to 2005. It is currently housed in two different information systems: WorkForceNow and Wizmo. The Court also has a Talent Management system and depending on our access permission for all of our housed data moving forward we could potentially need to migrate data from that system dating back to 2014.

Q4: Section Number & Description: 8.1 Technical Proposal, Subsection e. – Proposed Method to Complete the Work. What does this refer to – implementation of the application? Please clarify what type of content you would like for us to share and if there is a specified format we should follow.

A4: Subsection e of Section 8.1 refers to your proposed method/process around implementation of the system. There is not a required format; an outline of the process should suffice.

Q5: Section Number & Description: Superior Court of California HRIS RFP PDF Document – Section 7. Section 7 is missing. Please see Page 6 and 7. The document goes from Section 6.0 – Submission of Proposals to Section 8.0 – Proposal Contents. Is this a typo or is there missing information?

A5: This was a typo; we apologize for any confusion this may have caused.

Important Dates:

Proposals due: September 16, 2016, no later than 3:00PM

Anticipated interview dates: September 26, 2016

Evaluations: October 3, 2016

Notice of Intent: October 11, 2016

Contract start: November 1, 2016

Exhibit 1 HRIS Needs

Human Resources

- Creation and maintenance of positions/budget tracking
- Temporary and contractor tracking
- Employee Personal Information
- Company Information
- EEO Demographic Information
- User definable fields
- Termination reason and turnover tracking

Employee performance reviews

- Define and track targets
- Review analysis
- Performance review reminders
- Disciplinary action tracking
- Performance management system

Training, Licensing, Certification Tracking

- Tracking required documents by employee
- Tracking programs
- Renewal reminders

Benefits

- Benefit eligibility tracking and reminders
- Benefit enrollment
- Benefit deductions to payroll
- ACA Tracking (1095C/1094c Insurance capacity)

Compensation

- Third party vendor reporting
- Job and pay history and analysis
- Salary survey analysis

Attendance Management

- Support requirements for different leave types (FMLA, Maternity, Bereavement, Jury Duty, School Activities, Voting, etc.)
- Leave scheduling
- Sick leave usage analysis

Employee and Manager Self-Service

- Support employee self-services such as updating personal info, emergency contact information, etc.
- Employee vacation request with manager approval

- Workflow management

Data Access

- Provide access to data in the system based on use permission group
- Link to external documents
- Provide other systems with data based on business need

Talent Management

- Succession planning and reporting
- Competency management – jobs, positions, money, skills, and training
- Performance management system

Document Management

- Document access management
- Import or link to documents

Integrate with Other Systems

- HRIS Payroll Interface
- Import/export ad hoc data

OSHA (Occupation Safety and Health Administration)/Worker's Comp

- Incident reporting
- Managers and supervisor reports
- Manage compensation history
- Organization chart capability
- Reporting structures
- Workers' Comp incident reporting

Organization

- Track department, location, region history, etc.
- Track supervisor and manager history
- Organization Chart capability

Reporting

- Modifiable standard reports
- Supervisor customized dashboards
- Ad hoc reporting
- HR Metrics
- Report writing capability
- 7A

Tracking Capability

- Provide real time monitor of system usage
- Track who has updated what data and when