



*101 South River Street  
Aurora, IL 60506  
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## REQUEST FOR PROPOSALS – CLOUD BASED ACCOUNTING AND PAYROLL SOFTWARE

Aurora Public Library District  
101 S. River St.  
Aurora, IL 60506

Addendum #1  
Questions & Answers

## **RFP – Accounting and Payroll Software Questions & Answers**

Q. Including full time, part time and seasonal staff how many employees will need to be tracked on the system?

A. 160 active employees

Q. How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?

A. Five for payroll, 40 for timekeeping.

Q. How many time clocks should we include in our proposal?

A. No time clocks.

Q. Is it desired for the time clocks to be Biometric or HID proximity?

A. NA

Q. If proximity is preferred are the current HID cards Indala, iCLASS, or standard Proximity?

A. NA

Q. Will Advanced scheduling be included in this scope of work? (Advanced scheduling is defined as employees who need to do Shift swaps, vacation bidding, or having scheduling rules in the system which automatically assign the correct employees to open shifts)

A. No

Q. If Advanced scheduling is needed, how many employees will need to be licensed for it?

A. NA

Q. Will Phone Entry (IVR) be needed for the scope of this project? (defined as employees punching in/out via dialing a phone number, or dialing a phone number to dial out sick)

A. Yes

Q. If so, how many employees will need to be licensed for IVR?

A. 160

Q. Is FMLA Case Management required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time?

A. Not required but will consider as an option.

Q. Does the Library desire to lock employees out from punching too early before their scheduled start times?

A. Yes

Q. Is it desired for employees to punch in/out from a computer or smart phone?

A. Yes

Q. Is it desired for employees to request time off electronically at a computer or smart phone?

A. Yes

Q. Our Standard Contract Term is 5 years. Is the Library open to a 5-year contract term for the best possible pricing?

A. Yes

Q. Has the Library viewed any demonstrations of timekeeping systems prior to the release of this RFP?

A. Yes

Q. If so, which Vendors provided a demonstration?

A. Tyler Technologies ExecuTime, Paylocity, ADP and Paychex

Q. I have a question regarding ExecuTime, if your plans are to continue to use ExecuTime or not? Reason being is that if you do plan on using ExecuTime we can use it for employees to enter their time, if not I will need to include an Employee Self Service Portal for time and attendance.

A. We would like to see both options.

Q. Accounts Receivable / Miscellaneous Billing – What is your general volume for receivables and what type of items and/or services are you billing for?

A. General volume is around 50 invoices annually. Billing for room reservations and lost library materials.

Q. Budgeting – What level do you budget down to? For example – Programs/Projects, Grants, Employees?

A. Physical location, department and programs/projects.

Q. Cashiering / On-Line Payments – Are you looking for a true Point of Sale System? What type of items are being sold? Would this tie into your receivables needs or would it remain separate?

A. Yes. Items sold include used books, flash drives, library bags and ear buds. Would remain separate.

Q. Purchasing / Inventory – What items are you currently tracking with your inventory and what are your requirements?

A. We currently track computer equipment and peripherals, furniture, equipment and library materials for insurance valuation purposes. Data fields include vendor, item description, quantity, serial number, building/room location, and cost.

Q. Licensing – Blackbaud utilizes a concurrent user license profile and NOT a name user profile. What is the maximum number of users at any given time that would be required for the following? Full Finance Users; Purchasing Users; View Only Users (run reports and view, no inputting of transactions)

A. Full Finance Users – 4; Purchasing Users – 3; View Only Users – 10

Time / Attendance

Q. Are employees currently tracking time In / Out? If so, are they using an actual Time Clock or signing in via an App/PC?

A. Signing in via a PC

Q. Are employees tracking time working on a specific Program/Project, Fund or Grant?

A. Not currently

Q. Do employees work in more than one Position or Department?

A. No, occasionally may work out of class.

Q. Is there an interest in automating your Paid Time Off Policy?

A. Yes

Q. Would you allow employees to request time off electronically?

A. Yes

HR / Payroll

Q. Are there multiple pay frequencies?

A. No

Q. Is there a need for Retirement Plan tracking? If so, is a match calculation required?

A. Yes. No match.

Q. What type of reporting is required for your retirement plan?

A. We are an IMRF employer.

Q. Is there an interest in a workflow-based Applicant Tracking system?

A. Yes.

Q. Is New Hire documentation handled electronically or is it a manual process?

A. Manual

Q. How are Performance Reviews handled? Are they manual or electronic?

A. Manual

Q. Is Benefit Open Enrollment handled manually or electronically?

A. Electronically

Q. In current state, can an employee elect benefits themselves?

A. Yes

Q. Do your employees have access to an Employee Self Service module? If not, are you looking for this process?

A. Not currently. Yes, we would look for an ESS module.

Q. In regards to the insurance portion, is it your expectation that the vendor you select offers the insurance coverage internally? Or would partnering with a broker to meet the insurance coverage needs, and that integrates with our platform, be sufficient if we were to become your provider?

A. We have a broker and would look for their platform to integrate or to use our own.

Q. In regard to the Accounting and Purchasing / Inventory portion and similarly, is it your expectation that the vendor you select is the sole provider of both those and your Payroll? Or if we are capable of fully integrating with a 3<sup>rd</sup> party for your Accounting and Purchasing / Inventory needs in one single login system is that sufficient?

A. We are looking at both options.