



## CITY OF NORTHGLENN

### Human Resources Information System IFB NUMBER: 2024-009

#### ADDENDUM NO. 1 DATED: April 8, 2024

TO: BIDDERS

The following adds to, supplements, amends or clarifies by way of explanation, portions of the Contract Documents, Specifications, or Drawings for the above-named solicitation.

**NOTE: It will be the responsibility of the Bidder to acknowledge receipt of this addendum as part of his/her submitted bid. Failure to do so will be grounds for the City to view the bid as non-responsive.**

The Invitation for Bid is hereby modified by the following items:

#### Questions & Answers

1. Is the City open to the procurement of a separate Applicant Tracking and Electronic Onboarding System (pre-hire SaaS software) that can auto-stream new-hire data to any HRIS/payroll system?

*No.*

2. How many concurrently posted jobs do you have on the average at any given time? There appears to be 26 posted jobs on your website at the time of this writing. I ask this in the context of pricing, as we price by the average number of job postings. We do not price by employee count, number of users, or number of locations/departments.

*Approximately 20.*

3. On average, how many new hires do you onboard per year?

*On average, 95.*

4. How many onboarding documents on average do you use to onboard a new hire?

*25.*



5. What are the primary pain points or challenges that you are experiencing with current HRIS system?

*Lack of technology, systems that don't talk to each other, errors due to manual processes.*

6. Can you provide more details about your current HRIS and Springbrook financial software.

*There is no current HRIS. Springbrook is a financial software system that does not include the scope of services needed for human resources.*

7. Can you provide more details about the integration requirements with the existing Springbrook financial software and other non-financial applications?

*The city requires a system that allows us to import information.*

8. Can you elaborate on the business processes and HR functions that need to be consolidated and centralized through the HRIS solution?

*Please see scope of services requested in the RFP.*

9. Are there any compatibility concerns that need to be addressed when integrating the HRIS solution with other systems?

*No compatibility concerns however the system must integrate seamlessly with Springbrook.*

10. Are there any specific requirements while maintaining the software, infrastructure, and platform as part of the SaaS solution?

*No.*

11. Can you provide more details about the separate HR systems currently in use across different departments?

*NEOGOV applicant tracking system, Employee Navigator benefit administration system, PowerTime attendance and scheduling system utilized solely by our Police Department.*

12. What specific challenges are associated with maintaining multiple HR systems?

*Systems that don't talk with the other creating errors and lack of efficiency.*

13. Are there any compliance or regulatory considerations that need to be addressed when centralizing HR functions and data?

*Colorado's HB 21-1110 which requires accessibility of all government technology platforms.*



14. What are the scalability and performance requirements for the new HRIS solution, considering the city's current and future workforce size?

*The HRIS should seamlessly integrate with Springbrook and possess the flexibility to adapt to any changes that may occur in our business processes. As our organization grows, the HRIS should remain relevant and effective.*

15. How will data migration from the existing HRIS system to the new solution be handled?

*The City will provide existing HR and payroll data in CVS format for exporting into the new HRIS.*

16. What security measures and protocols will be implemented to ensure the confidentiality, integrity, and availability of sensitive employee data?

*The City would prefer authentication is handled through LDAP on our network. Additionally, a limited number of employees will have administrative rights to the system.*

17. What business processes are targeted for re-engineering as part of this project?

*Recruiting, applicant tracking, onboarding, personnel action forms, performance reviews.*

18. Based on the provided scope of services, are the modules need to be developed or customized to integrate with the existing Springbrook Financial System. If customization is required, what are the modules that need customization and what modules need development? Please specify.

*Customization required as we maintain payroll exports to Mission Square retirement, Colorado State Department of Labor for unemployment, FPPA police pension, and Nationwide Retirement.*

19. Are there any specific technology stack preferences or compatibility requirements for the new HRIS solution?

*No.*

20. Are there any specific security or compliance standards that the HRIS solution should meet?

*Please see answer to question 13.*

21. Are there any critical deadlines or time-sensitive requirements that we need to be aware of?

*Cost of system and implementation needed prior to May 31, 2024.*



22. Will vendor's be disqualified if they need their own MSA/GTC signed for a partnership?

*No. A copy of the vendors MSA/GTC will need to be provided for the RFP to be considered.*

23. Is there a document outlining the functional requirements the County is looking for?

*Northglenn is a city municipality and no, there is not a document.*

24. If not, can you tell us what current functionality is deficient?

*Need is for a system to solve for core HR functions of hiring, tracking, and paying employees. Additionally, need functionality to help develop employees (learning management, performance review processes).*

25. Section IV (E) references final payment after all data and reports required by this Agreement have been turned over and approved. Can you tell us what that data and reports are?

*Please note this is a template contract. Requirements to modify language must be submitted with proposal.*

26. Are you intending to retain Springbrook for payroll?

*No but the city will maintain Springbrook for G/L and the HRIS needs to integrate seamlessly.*

27. If so, what other components from Springbrook are you intending to retain?

*Please see answer to question 26.*

28. Would the County consider one fully integrated HCM/Payroll for its needs to avoid interfacing an HRIS with another Payroll?

*Yes, the City would.*

29. Is the data from the current system(s) available to be converted to a new solution?

*Yes.*

30. Is there a reason for the delay between Demos in May '24 and Implementation in Jan '25?

*The City's budget is approved in October. Cost of selected system is needed for an accurate request of funds.*



City of Northglenn  
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31. Should we attach our SaaS Agreement with the proposal for your review?

Yes.

32. Do you require CyberTech Insurance and at what limits?

No. *The City maintains its own CyberTech insurance.*

33. Has the County seen any Vendor demos to date?

No.

**END OF ADDENDUM NO. 1**