

ERP Vendor Q&A

1. For the “timekeeping, overtime, rules management or reporting” requirement, what types of timekeeping, OT, rules management, etc is required for the non-Kronos/Telestaff users? Could you provide a couple of examples/situations?

The City of San Rafael has a variety of positions that require timekeeping and overtime tracking. The only departments that upload data from scheduling software are our Public Safety departments. Timekeeping, OT and rules management are required for other departments including Public Works and Recreation. The city currently uses it's Eden software for non-exempt employees to enter their time in an exception-based manner – enter OT and vacation/sick when they occur.

2. Are the collective agreements in place and how many?

There are eight employment agreements and four salary resolutions for a total of twelve bargaining groups, including temporary and seasonal staff.

3. Will workforce planning be a requirement with Budgets?

We need a tool that will function long-term as an HRIS and payroll management system. This should include position summaries and position forecasting.

4. How far out do you need for capital/project planning?

At least five years.

5. How many of the following users will you have for the Finance Module?

- a. Administrative users? Will 2 users be enough? *Three administrative users should suffice.*
- b. Planning users? Will 38 users be enough? *Yes*
- c. Analytic users? Will 10 users be enough? *Probably more like 15-20 analytic users.*

6. Has budget been identified for this acquisition? *Yes, we have parameters we need to work within for the overall acquisition and implementation.*

7. Is there a Go Live date you are hoping for?

- a. What are driving the dates for the RFP? Due Date? Go Live date?

We would like to select a vendor and have it approved by Council by the end of the fiscal year, June 30. We understand the amount of work that goes into a successful data transfer and hope to have the ERP system online within a year.

8. Who will need to sign off on the company that is selected and the contract?

The selected vendor and contract will need to be approved by the City Council. It will also be reviewed by the Digital Service and Open Government Director, Administrative Services Director, City Attorney/Assistant City Attorney, and City Manager.