

Number	Proposer	Document and Section	Question or Comment	SeaTac Response
1	Tyler Tech	Section 2.1 Vendor Instructions	Would the City be open to extending the limitation to 60 pages?	The City asks that proposers to the RFP stick to the guidelines as outlined within Section 2.1 Vendor Instructions of the RFP.
2	Univerus	Section 1.7 Current Environment	Can the City provide the number of users broken down: Advanced Users – Those that would have admin rights? Core Users – everyday users? Self-Service Users" – occasional users with self-service needs?	Advanced Users – 1-3. Core Users – 35-50. Self-Service Users - All staff (~150).
3	Univerus	Attachments 1 – ERP System Requirements -	Can the City provide requirements tabs for optional modules: Event/Class Registration and Facility Rentals?	The City does not have set requirements for these modules. The City is only interested in if vendors have modules capable of performing these functions.
4	Univerus	Section 1.6 Scope of Work	Recreation Management System (optional): a) How many bookable spaces (including segmented spaces) do you have? b) How many courses do you offer annually? Include if offered several times annually. c) How many active card-holding members do you currently have? d) How many cash registers for POS are required? e) Do you want your Public Access Site to be branded to look like your site with a CSS and Banner? f) Which payment processor does the City currently use? g) Would you require a one time client data import only or a full data migration?	Bookable spaces - 9 fields, 7 shelters, 7 rooms. # of Courses offered annually – 413 different classes. Card-holding members – 35 weight room card members (card not required). # of Cash Registers – We do not take cash. Can process Credit Cards at any computer. Branding – We are open to the idea, but not required. Payment processor – Converge. One time client data import or full migration – The City may be open to either open.

5	Univerus	Section 2.1 Vendor Instructions	Would the City consider increasing the page limit from 30 to 50 to allow for more technical detail? Can we add Possible Interest/Optional module content to an Appendix that will not count towards the page limit?	The City asks that proposers to the RFP stick to the guidelines as outlined within Section 2.1 Vendor Instructions of the RFP.
6	Univerus	N/a	Has the City been in contact with other vendors prior to the release of this RFP? If so please list.	Since the City was notified by Tyler of the sunsetting of their Eden software in February of 2022, the City started conversations with vendors at the GFOA conference including, Tyler Technologies, Springbrook, Granicus, OpenGov, Oracle, CentralSquare, Infor, Blackbaud.
7	Univerus	N/a	Has the City identified a budget for this initiative, and if so, is it possible to share?	The City has budgeted \$1.8 million for this project.
8	CentralSquare	N/a	What is the City's annual operating budget?	The City utilizes a biennial budget. For the 2023-2024 biennium budget, the City anticipates receiving \$159,441,808 in total revenue, total expenditures coming to \$187,258,162, and an ending balance of \$111,168,988 across all City funds.
9	CentralSquare	Attachment 1 – EFP System Requirements Requirement 9.108	Could the City please clarify on the meaning of standard and prototype bid in the Bid and Quote Processing specification 9.108? "Provides a facility for standard and prototype bids with any number of associated vendors."	The City is interested in a system with the ability to keep a repository of bid and quote information. This includes formal quotes and informal sample bid information.
10	CentralSquare	Attachment 1 – EFP System Requirements	How many user licenses for Bid Management does the City anticipate needing?	The City anticipates that it will need no more than 20 licenses for this module.
11	Tyler Tech	Attachment 1 – EFP System Requirements	Is there a specific response key vendors should use when responding under the appropriate column of the Requirements spreadsheet? (ie., 1, X, Y)	The Vendor is free to choose any character to indicate their software's functionality so long as its consistent and its easy for a reviewer to understand.
12	Sage Intacct and ADP	N/a	Can we get a copy of the CBA?	The City has a labor agreement with the American Federation of State, County, and Municipal Employee (AFSCME). That agreement can be found here: 2024 - 2027 AFSCME Contract .

13	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Line 91 under Human Resources tab references tracking an assigned Purchasing Card Number---is that a company assigned credit card?	Correct. Some City Employees are assigned City-issued credit cards.
14	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Line 121 under Human Resources tab lists Insurance Certificate(s); what data from the insurance certificate would need to be captured? Do you need to track expiration dates?	Insurance start date.
15	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Line 165 under Personnel Actions in Human Resources tab, can you provide an example of how you would like decentralized personnel change requests?	Allow employees to perform actions as it relates to their personnel file. Examples include address changes, direct deposit account changes, emergency contact updates, and Deferred Compensation enrollment and contribution changes.
16	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Line 267 under the Education, Training and Certifications area on the human Resources Tab, what testing are you utilizing? 10 panel drug?	Criminal background and driving abstract for all, and for safety sensitive we complete a fitness test, and a 5-panel drug test for CDL required positions.
17	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 15, column c: System allows for multiple Overtime types. Does this refer to standard 1.5x and Double Time, or does the client define this in a different way? If so, please provide an example.	This refers to the standard 1.5x and 2.0x.
18	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 17, column c: System allows for the classification of employees in a variety of ways. The examples listed seem to range for a status of employees to corporate groupings/business units. Does the client need all these options available as Status/single classification?	No, these are just examples of how we might want to consider classifying employees.
19	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 30, column c: System will handle multiple pay calculations, including: Client does not specify what inclusions they would like, merely asks us to define all pay calculations the system can handle. Please ask for required examples of pay calculation types they need to support their groups.	The different pay calculations are listed in requirements 11.022-11.026 Rows 31-35

20	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 38, column c: System will accommodate flexible Overtime rates (straight time versus a user-defined factor). What user-defined factor would be used for OT calculations?	An employee may be receiving additional pay for a period of time (out of class or acting pay). During that time, if overtime is worked, it needs to be calculated on the base pay plus the additional out of class/acting rate.
21	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 39, column c: System will accommodate flexible FLSA blended rates based upon user-defined earnings and additional pay codes. Would the blend follow standard FLSA Regular Rate of Pay calculations or require differing weighted average or custom blends to accommodate?	The blend would follow FLSA regular rate of pay calculations.
22	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 69/70, column c: Could the group define how they use salary Step vs. Grade within a salary schedule?	The City employs a grade (range) scale to define the salary range for each City position. Each grade has 6 step rates (steps A-F) that are each worth approximately 5 percent of the employee's salary. Within-grade step increases are based on an acceptable level of performance and longevity. The City's 2024 salary schedule can be found here: 2024 Salary Schedule
23	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 82, column c: Allows multiple separate salary schedules to be maintained. Does this requirement refer to multiple salary schedules for 1 individuals or multiple schedules across the employee population?	This requirement refers to multiple salary schedules across the employee population. This would be utilized in the transition between calendar years, where the City would like to prepare for the next calendar year's salary schedule before the calendar year changes and after the first of the year where a previous pay rate would be utilized for pay corrections.
24	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 103, column c: Provide the ability to enter one employee in multiple positions with multiple job titles, pay rates, pay classes, distribution splits, etc., during the same pay cycle without the need for manual journal entries and produced on a single check/direct deposit. Are these positions under the same FEIN, pay frequency, and	All positions are under the same FEIN, pay frequency, and groups.

			groups – or are any of these factors different between the positions?	
25	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 115, column c: System provides Deduction, Hour/Earnings, and Contribution code calculations that are performed using Payroll Calculation Codes. Calculation Codes may also be referred to as “calc codes” or “calculation formulas.” These are user-defined, user-written processes in Payroll which allow for flexibility and customization when calculating eligibility, contributions, deductions, and hours. Calc Codes allow the user to direct the system in how it performs mathematical calculations (from the simple to the complex), and therefore, we designate how the system applies special rules. Calc Codes are also useful in accommodating values, which may fluctuate periodically. Special calculations are possible; however it appears that this question is asking if the client can build their own calculations for every function in the system. Am I interpreting the question correctly?	No, not every function. Need the ability to enter formulas for deductions, benefits, pay codes.
26	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 119, column c: System will pay Benefit providers for deductions that are taken through Accounts Payable (e.g., paying benefit providers). It appears this question may be for the AP side. Carrier Connections for an HCM platform send plan information, not payments. Please confirm expectations of this line item.	We would like the ability to have AP process benefit payments. We are asking for the system to create “invoices” in AP from the benefit deduction information created in payroll.
27	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 127, column c: System will create a special deduction and apply to a single group of employees. What type of deduction? Could we be provided an example?	An example is the Washington Cares Tax that only applies to certain employees.
28	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 143, column c: Ability to warn when def comp maximum will be exceeded. Should include ability to warn even if employee participates in multiple deferred comp plans. Who would the client like to be warned – the employee, the admin, both?	The City’s would like the ability to warn either of these listed parties, however the payroll specialist needs this information when they are processing payroll so the city does not exceed maximum contributions.

29	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 147, column c: System allows a single garnishment to be paid out to multiple vendors. Please provide an example for context.	If an employee has multiple garnishments, can we enter it as one garnishment and split it to two different vendors or do we have to show two garnishments.
30	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 240, column c: System must have ability to enter hours worked for some positions and to automatically pay salaried employees. Are both examples for salaried employees, or is the first for hourly and/or salaried non-exempt? Please give an example as it relates to time and attendance tracking	We would like the ability to set up time and attendance tracking so non-exempt employees enter hours worked and salaried employees are paid from schedule.
31	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 274, column c: Ability to calculate FLSA overtime on only one position's hours for an employee assigned multiple positions. Would this require the OT to be charged back to a position that was not worked when the employee crosses the 40 hour/week FLSA threshold? Please provide an example.	If an employee is working out of class on an intermittent basis, say two days a week in an exempt position and three days in their regular non-exempt position, and they work overtime. Would the system be able to charge the overtime to the non-exempt labor distribution and not impact the exempt position distribution.
32	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 275, column c: Ability to calculate overtime hours for different employee groups with different FLSA periods. Please provide an example of employee who would need overtime calculations outside of weekly (potential flexible work week?)	9-80 Flexible work weeks vs. 4-10's or 5-8's.
33	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 277, column c: Ability to pay overtime rate if employee has worked less than 40 hours in week. Please provide an example? Daily OT or another consideration?	Daily OT for certain positions.
34	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 292, column c: Provide the ability to redistribute labor distribution after-the-fact to allow payroll to be paid immediately with time and effort to follow. The group would like to have timesheets and pay data grid temporarily not aligned in order to pay employees, but trust	Currently, we have a group of people that occasionally work for another fund. When they forget to use the project code, we process a manual journal entry to move the labor distribution from one fund to another. We are looking for other methods to process

			that adjustments will be made after the fact? Please confirm if I am understanding the scenario correctly.	the labor distribution since the way it is done now is labor intensive and prone to errors.
35	Sage Intacct and ADP	Attachment 1 – EFP System Requirements	Payroll tab, line row 330, column c: System has the ability to establish and process multiple cascading rules (i.e. comp time must be used before vacation, once FMLA sick time is used up for FMLA annual leave must be used.) Please provide the number of cascading rules required and examples.	Comp time (Snow bank) used before Regular Comp time bank, Comp time before vacation, WA state paid sick before regular sick, FMLA sick before FMLA vacation