

Northern New Mexico College
RFP#2019-001
Payroll and Related Human Resource Services

Response to Written Questions

Posted - March 11, 2019

1. *Question: Will NNMC accept our RFP if our company requires additional terms and conditions?*

Answer: Per the RFP an Offeror may submit additional terms and conditions. These additions will not eliminate an Offeror from participating and/or being awarded a contract, but the acceptance of proposed additional terms and conditions is at the Agency's discretion.

Per RFP#2019-00, Section II, Paragraph D.16 - Offeror's Terms and Conditions (page 15):

“Offeror's must submit with their proposal a complete set of any additional terms and conditions which they request be included in a contract negotiated with the Agency. The Agency may or may not accept the additional language, at the Agency's sole discretion.”

2. *Question: How will NNMC send out the Past Performance Questionnaires?*

Answer: Questionnaires will be sent out via email to references provided in the Offeror's proposal and must be returned no later than close of business (MDT) on March 26, 2019. The questionnaire templates are available for review at the online RFP Procurement Library at <https://nnmc.edu/home/facultystaff-gateway/business-services/information-on-current-rfp-s/>.

3. *Question: What are acceptable ways of submitting samples of work products/tools and techniques?*

Answer: Offerors may submit samples via print, including screen shots, brochures, excerpts from manuals, sample reports, etc.

4. *Question: What type of training is being requested in the scope of work?*

Answer: Training should be included in Offeror proposals for all proposed tools/work products, including software products or data input interfaces. Examples of training might include 1) end-user (employee) time entry, supervisor approvals, accessing payment history, accessing prior year W2s, etc., and 2) administrator functions such as onboarding, running reports, ACH transmittals, employee change requests, and other functions required to administer payroll and benefits.

5. *Question: It appears your employees currently clock in and out on the Ellucian Banner 9 system via their computers. Is that a correct assumption? If not, how do employees clock in and out presently?*

Answer: Yes, the majority of non-exempt employees currently enter their time via the Ellucian Banner 9 system via their computers. There are there are a few employees who currently use paper 'timesheets' which are submitted to the Payroll Manager for entry into Banner 9. Exempt faculty/staff currently do no time entry as their time is 'budgeted.'

6. *Question: If physical time clock(s) are required how many? And if so, would there be a need for bio metric, proximity, swipe card or other solution?*

Answer: Physical time clock(s) are not required.

7. *Question: Would there be a need for a mobile time keeping solution - i.e. some employees clock in on smart phone for example. If so would you require geo-fencing?*

Answer: The Agency's faculty/staff are currently able to enter time in Banner 9 from mobile devices with internet access via the Banner 9 Self-Service module. Geo-fencing was not requested as part of this RFP but could be recommended by an Offeror for consideration by the Agency.

8. *Question: Is it possible to preview an example of a past performance questionnaire that will be sent to references?*

Answer: The Offeror Company and Offeror Key Personnel Past Performance Questionnaire templates were to the RFP Procurement Library for reference on March 11, 2019.

9. *Question: Does the College have any union employees?*

Answer: Yes. Though not all staff are covered by collective bargaining agreements, there are faculty/staff that are.

10. *Question: How are benefit open enrollment and change of life requests, etc., handled now? Manually via paper, or through a portal?*

Answer: They are currently handled manually via paper.

11. *Question: How many insurance carriers/health plans are available to the employees? Is possible to specify which carriers and plans?*

Answer: The Agency participates in the New Mexico Public Schools Insurance Authority's employee benefit offerings. Please reference <https://nmmpsia.com> for more information about health plan options.

12. *Question: Does the college utilize a benefits broker or deal directly with the insurance carriers or some other method?*

Answer: Please see Question 11 above.

13. *Question: Can we get a sample copy of your chart of accounts for purposes of building a general ledger to import into your Banner 9 system?*

Answer: Once the contract has been awarded and fully executed, a kick-off meeting will be scheduled with the contractor. The contractor will have an opportunity at that time to request a copy of the relevant chart of account information for the purpose of building a general ledger to import into the Agency's Banner 9 system.

14. *Question: Can we designate our financial information as confidential?*

Answer: Yes, however the cost of services proposed in the Offeror's proposal cannot be designated as confidential. Per RFP#2019-00, Section II, Paragraph D.8 - Disclosure of Proposal Contents (page 14):

“The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is

proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with New Mexico Uniform Trade Secrets Act [§57-3A-1 to 57-3A-7 NMSA 1978]. The cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Chief Procurement Officer shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.”