



**Town and School District of Mansfield,
CT & Region 19 School District**

***Request for Proposal for an
Integrated Financial Management, Human
Resources, and Payroll System
Bid # 2019-05***

Addendum No. 2

Submitted Vendor Questions and Answers

Dated: October 9, 2019

1. Are you looking for systems to support just a school district or both a school district and town organization?

Response: The systems need to be able to support both school districts (Mansfield Public Schools & Region 19 School District) and town.

2. Are you looking for pricing on both a cloud-based/vendor-hosted system and an on-premise system?

Response: Our preference is for a cloud-based system hosted by the software vendor, however, if you are able, please submit pricing for both vendor-hosted and on-premise implementations.

3. Please explain what you are looking for with the “Retention by Vendor” listed on page 59 under Accounts Payable Capabilities.

Response: A mechanism for maintaining vendor history (amounts spent, how long have they been a vendor, purchase history, etc.). What is the basis of deleting vendor history? Can vendors be selected to retain history?

4. Please explain what you mean by “Employee evaluations can be tracked for different groups” referenced on page 72.

Response: The ability to have different types of employee evaluations/reviews and schedules for different groups, i.e. bargaining units (teachers, administrators, etc.).

5. Please provide an updated number of employees, broken down by town and school.

Response: There are currently 668 Municipal employees (including Eastern Highlands Health District, Mansfield Discovery Depot and Mansfield Downtown Partnership), 260 Mansfield Board Employees, 167 Regional School District 19 employees. Grand total 1,095 employees. This includes full-time and part-time employees.

6. What solution are you currently using for HR/Accounting/Payroll. Is the current solution an integrated system (if the solution is not currently integrated please list each solution)? Is the current solution web based or an on-premise software based solution. If there are outside vendors for HR/Accounting/Payroll please indicate.

Response: See page 2 of the RFP – Admins AUC. Current solution is an integrated system, but is not web based.

7. Do the employees currently have self-service access for HR and Payroll information, i.e.. access to paystubs, W-2's, vacation requests

Response: No, we do not. This is a new service that Mansfield is strongly interested in offering.

8. Does your current solution integrate HR/Accounting/Payroll. If not integrated how are you currently getting information into the accounting solution

Response: Yes, it is integrated.

9. Will you require data migration into the new integrated solution? If so, how much data and what type of data are you looking to migrate?

Response: Yes, see page 2 of the RFP, 1.A. Statement of Purpose. Amount and type of data to be determined.

10. For Grants/Project Management will there be projects in process that will need to be implemented and entered into the new integrated system upon implementation to track existing projects.

Response: Yes, approximately 20 – 30, with only a handful of large projects.

11. What would be the date to go live with the new integrated solutions

Response: We expect that modules will convert and potentially “go-live” at different times (e.g. general ledger and financials first, HR/Payroll second) . This is to be determined during the planning process.

12. Regarding the requirement to accommodate the six entities with different tax IDs and bank accounts: Does this mean that you expect the new payroll software to process payroll for 6 tax id's in a single database?

Response: Yes, that is correct.

13. Do you want a single chart of accounts to accommodate all 6 entities' financial transactions, such as gl, ap, purchasing & budget preparation, etc.?

Response: Yes, that is correct.

14. Will training be part of this RFP for the integrated solution or will that be a separate RFP process.

Response: Yes, it is part of this RFP.