

Q. What are the business functions that the stand alone systems are being used for? Will you aim to integrate these into the newly selected ERP system? If not, why?

A. Example of current standalone systems include; Electric Work Order, A/R, Fixed Asset, Cash Mgmt., Utility Billing, Fleet Management, Budget Detail, etc... Goal will be to encompass all but Utility Billing (need to integrate to Utility Billing) at this time.

Q. Attachment 5, GL Section, Item GL 18.000 "System provides work paper checklist for auditors." Can you describe the scenario for this requirement? Is this for Internal vs. External Auditors and why are audit workpapers being tracked in the ERP system?

A. In review, this requirement is being removed.

Q. General Question for Grants: Can you please describe your grants portfolio? (i.e., number of active grants, typical agencies that you work with, general purpose of grants awarded, etc.)

A. Currently 6 active. Majority of the grants are Police and Fire, with some Public Works. Typical agencies include Department of Transportation, Office of Justice, FEMA, Dept of Commerce and Economic Opportunity. Grants are typically related to public health and safety, and public works projects.

Q. General Question for Budgeting: Can you please describe your budgeting cycle? (i.e., timeframe from budget preparation to adoption, number of departments submitting budgets, approval levels involved, etc.)

A. <http://www.stcharlesil.gov/departments/Finance/Budget/Policies.pdf>

Q. Attachment 5, Budget Section, Item BUD 126.00 System will accommodate query by vendor. Can you please clarify what this means as it relates to budgeting process?

A. Ability to query vendor activity by budget code, and in total, during the budget preparation phase.

Q. Attachment 5, Grants Section, Item GA 23.000 System will interface with engineering. Can you describe what information is in engineering and what is the business driver for this interface? Is 'Engineering' maintained in a separate database/software application? If so, can you please describe?

A. Requirement should state that the 'System will interface with Project Accounting'.

Q. To what extent are the resources described in the RFP available for the project?

Project Manager
Technical Lead and SME's
Functional Lead and SME's

A. See RFP – Section 2.10 Implementation Plan

Q. Is there any chance of an extension?

A. Not at this time.

Q. Would the City be open to entertaining that portion alone with out a 3rd party financial partner?

A. The City prefers to implement an integrated solution, therefore we strongly encourage vendors to develop partnerships with other vendors, as necessary, to address the full scope of the project as outlined in the RFP.

Q. Please elaborate or provide as much clarification on the following questions.

Attachment 5 – Pay tab:

1. PY 5.000 - System accommodates a matrix-based pay schedule.

A. See PY 28.000

2. PY 11.000 - System will accommodate compound pay codes, for example: (((((Base + Incentive) Longevity) Shift Differential) CIB) = Hourly Rate.

A. Compound pay codes are those that allow for additional calculations beyond the employee's base pay. For example, a specific pay code may allow an employee to receive their base pay plus a Shift Differential and/or a Premium amount. For example (Base Rate + Additional Responsibility Pay) = Hourly Rate, same type for shift differential

3. PY 12.000 - System will have ability to pay an employee when their annual hours (not a position change-a contract change) have changed in mid-pay period.
 - A. **May be a factor during contract years if annual hours change. For overtime calculation for salaried employees, hourly overtime rate is calculated based on annual hours. For example, if the Fire Fighter's contract specifies new Annual Hours as of Jan. 1, and a pay period spans Jan. 1, the payroll calculations should allow for the employee's hourly rate to be based on the old annual hours for those hours worked prior to Jan. 1 and the new annual hours for those hours worked on/after Jan. 1. For salaried employees (fire fighters are salaried employees), the hourly rate is used to pay hours worked for overtime, Assistant Chief Extra Duty, Acting out of Rank, etc.**
4. PY 14.000 - System will accommodate multiple compound pay codes.
 - A. **See PY 11.000. Needs to support more than one compound pay code for an employee in a pay period.**
5. PY 25.000 - System will calculate pay by user-defined criteria (e.g. matrix, hourly).
 - A. **All criteria used to calculate pay will be defined within tables. The table values will be maintained by users using application program interfaces. Criteria used for calculation of pay will be defined in user maintained tables. User defined formulas may also be used for calculating payroll.**
6. PY 26.000 - System will calculate termination pay (the amount paid out upon termination for leave balances).
 - A. **When employment is terminated, certain leave accrual balances need to be paid out. For example, the value of vacation time accrued should be added to the employee's last pay check and the accrued balance should be zeroed.**
7. PY 27.000 - System will support termination payments based upon effective dates (e.g. rule 1 prior to a certain year; rule 2 after a certain year, etc.).
 - A. **The following is one example. They may be some differences based on bargaining unit.**

Employees Hired After May 1, 1994

Employees hired on or after May 1, 1994, are compensated for all unused sick leave, up to a maximum of four hundred fifty (450) hours, at retirement only. Retirement is when the employee will receive retirement wages upon termination.

Employees Hired Before May 1, 1994 /After May 1, 1986

Employees hired before May 1, 1994, and on or after May 1, 1986, are compensated for all unused sick leave, up to a maximum of four hundred fifty (450) hours, if they leave the City's employment in good standing.

Employees Hired Before May 1, 1986

Employees hired before May 1, 1986, are compensated for all unused sick leave, up to a maximum of six hundred (600) hours, if they leave the City's employment in good standing unless they participated in the one-time pay-out of up to one hundred fifty (150) hours in 1994. These employees will be paid for up to a maximum of four hundred fifty (450) hours.

8. PY 28.000 - System accommodates an unlimited number of multiple bands w/ranges and/or steps with grade pay schedules/tables.
 - A. **The City has defined "bands" that classify non-union jobs. A band defines responsibilities and a pay range that are similar for all jobs within the band. The City also uses Steps and Grades for certain union employees. For example, a Grade may be Fire Fighter. The Steps within the Grade define individual pay rates. An employee is assigned to a Grade and a Step. This determines their pay rate.**
9. PY 29.000 - System will accommodate assigning a minimum and maximum to pay grades/steps and use this as an edit when changing an employee's pay rate.
 - A. **When changing pay rates (either individually or mass changes), the employee's band or step/grade range will be used to determine the minimum and maximum rate the employee can receive.**
10. PY 30.000 - System prohibits an employee's salary from being decreased, e.g., when moving from one position to another, an employee will not make less than the current salary (proper security approval required).
 - A. **When an employee is assigned to a new band (as a result of a job change) and the new band has a pay range that is lower than the employee's current pay rate, an exception can be made for the employee so that their pay rate is not decreased to the new band's range.**
11. PY 37.000 - System calculates overtime based on user-defined formulas and characteristics.
 - A. **The City needs to be able to define unique overtime calculations at any time. As contracts and employee negotiations occur, it is sometimes necessary to perform calculations differently than a normal overtime calculation would be figured. For example, an Assistant Fire Chief who performs Extra Duty, will be paid their salary plus the calculation equal to their Annual Salary / Annual Hours for a Fire Fighter * the**

number of hours they performed Extra Duty. (Note: the annual hours are for a Fire Fighter which is not the same as the annual hours for an Asst Fire Chief)

12. PY 39.000 - System accommodate and track organizational changes that impact pay.

A. Changes in union contracts, employee department and/or division changes, etc.

13. PY 42.060 - Aldermen (paid per meeting; IMRF qualified by choice)

A. Aldermen are paid per meeting and may elect to contribute to the IMRF (defined benefit) plan.

14. PY 42.070 - Mayor (Annual salary by Statute; IMRF qualified by choice)

A. The Mayor is paid a pre-defined salary and may elect to contribute to the IMRF (defined benefit) plan.

15. PY 42.080 - Treasurer (Annual Salary by Statute; no benefits)

A. The Treasurer is paid a pre-defined salary and does not receive benefits.

16. PY 42.090 - Clerk (Annual Salary by Statute; no benefits)

A. The Clerk is paid a pre-defined salary and does not receive benefits.

Attachment 5 – HR tab:

1. HR 205.000 - System will accommodate different rules and processes based on departments, divisions, unions.

A. In regards to discipline

Q. RFP – Page 23 – 2.13.6 - Are noted payroll calculations performed in the payroll system or the time and attendance system today?

A. They are in the payroll system today. (2.13.6.1 manual in payroll (code must be changed), 2.13.6.2 - 2.13.6.3 - 2.13.6.5 - 2.13.6.6 - 2.13.6.7 automatic in payroll, 2.13.6.4 handled in current timesheet program)

Q. Can we submit for the portion that makes the most sense? Or would you prefer that we submit with one of our alliance partners?

A. The City prefers to implement an integrated solution, therefore we strongly encourage vendors to develop partnerships with other vendors, as necessary, to address the full scope of the project as outlined in the RFP.