

### Addendum #1 Bidder Questions

1. Is "Timekeeping and Payroll Functionality" a mandatory or optional in the solution?  
Mandatory.

Can you break your employee counts down by Full-time, Part-time, and Seasonal? Specifically:

2. How many of the 850 Active Employees are Full time? 448
3. How many of the 850 Active Employees are Part Time? 92 (this includes on call as well)
4. Are the 150-200 new hires and seasonal rehires in addition to your active employees or does the 850 include those individuals? 159
5. What is driving the implementation of applicant tracking and onboarding by 12/31/2026? Is it related to funding for the project or is there another driving factor like an existing software solution becoming obsolete? Upcoming employee retirement
6. When does the County plan to implement HR, benefits, payroll and timekeeping? The project will begin in 2027 after the onboarding has been completed
7. Is all this functionality currently being managed in Tyler Munis? If not, what systems are currently in use that you intend to replace? Tyler Munis
8. If Munis is currently handling this functionality, is the County intending for the selected vendor to eventually replace all the current modules in Tyler related to managing your Workforce? Yes
9. How should vendors address pricing? Should pricing be focused on the immediate need for Recruiting and On Boarding only or do you want to see phased pricing that includes the total solution with HR, Benefits, Timekeeping and Payroll implemented as part of a phase two deployment? Phased pricing would be ideal
10. The RFP specifies integration with Tyler Technologies Enterprise ERP. Does the County have the Tyler API/Web Services license currently active, or should the vendor assume flat-file integrations? Bay County does not have the license. We could purchase the license if necessary, we are looking for the best integration solution with Tyler.
11. Does the County intend for the 'System of Record' for Position Control and FTE Budgeting to reside in the new solution and update Tyler, or vice versa? Either.

12. The RFP mentions a "file feed directly to the vendor" as ideal but not required. Does the County currently have any active Electronic Data Interchange (EDI) feeds with 801/BCBS or other providers? Yes.
13. Does the County intend for the new "future" payroll system to generate the fully costed Journal Entries to import into Tyler's General Ledger, or will it merely pass the raw distributed time and pay data for Tyler to process the accounting? Likely raw data but unsure currently
14. Could you please clarify your Payroll and Timekeeping requirements? Our system incorporates Recruiting/Applicant Tracking, Onboarding, HR, Payroll, Timekeeping, and Benefits Administration. Are you looking for just Applicant Tracking and Onboarding, or do you want to see the full suite of functionality in one system? We would like to see the full suite because we want to select a solution that we can implement successfully with payroll.
15. We wanted to check if the County would consider accepting proposals via email or any secure electronic submission method, either as a primary submission or in addition to the physical copies. Physical copies must be submitted by the April 30, 2026, 11:00am deadline. An electronic submission will not fulfill his requirement.
16. Would it be possible to get a one-week extension on the due date for the RFP? The due date will remain 4/30/2026, 11:00am
17. Does Bay County currently use Tyler Technologies Enterprise ERP for payroll processing, and which specific Tyler modules are in scope of integration? Yes, however, we don't use any electronic timekeeping, it is all manual data entry.
18. Can the County clarify the required integration approach with Tyler Technologies Enterprise ERP, including data elements to be exchanged, preferred integration methods (API, file-based, middleware), and whether real-time or batch processing is required? The responding vendor shall detail how they integrate with Tyler Technologies and what they think is the best method for integration. The County would prefer a real-time integration, however if the responding vendor software performs a data sync in batch processing, that shall be noted in the response.
19. How many bargaining units does Bay County have, and are pay rules (overtime, step increases, accruals) expected to be configured independently per union contract? 13, and yes.
20. Are there specific state or federal reporting requirements (e.g., new hire reporting, EEO, ACA) that must be supported as part of onboarding? Yes.
21. Are there preferred or existing integrations with job boards (e.g., Indeed, LinkedIn)? Preferred- Indeed.
22. Does the County require multi-language application support? Yes.

23. Are onboarding workflows standardized, or do they vary by union, department, or employment type? Vary.
24. Does the County currently use any digital onboarding tools, or will this be a full transition from paper? Mostly paper with health insurance in Employee Navigator.
25. What are the specific requirements for document retention policies and audit compliance (e.g., retention duration, audit frequency)? Most are permanent.
26. Is integration with E-Verify/I-9 vendors required, and if so, is there a preferred vendor? Ideally integration with E-Verify
27. How many benefits vendors need to be integrated (health, dental, retirement, etc.)? health, dental, vision, supplemental life and Aflac.
28. Are there existing open enrollment processes that must be replicated or improved? Yes.
29. What is the scope of historical data migration (e.g., applicants, employee records, onboarding documents)? All historical data needs to be migrated- applications, employee records, all onboarding documents, all PTOs, all attachments
30. What is the expected training format (in-person, virtual, recorded, train-the-trainer)? In person preferred if logistics are not a problem. Can be virtual with recording
31. What is the County's budget for this project? Not provided.
32. Will the County consider accepting email submissions in addition to printed submissions? No. Physical submissions only.
33. Can the County clarify expectations regarding onsite versus remote work for implementation, training, and support? See question 30.
34. Can the County confirm that offshore resources are permitted to support this project? Offshore resources are not permitted to support this project. US hosted sites only.
35. Can the County explain the evaluation criteria for this proposal?  
Scoring will be based on Recruitment and Applicant Tracking, Onboarding, Timekeeping and Payroll, Implementation and Training, and Cost. The County is looking for a solution that will best fit our needs that best integrates with Tyler Munis.