

ADDENDUM No. 1

Request for Proposal: RFP# 2024-09-13
PAYROLL SYSTEM

Addendum Issue Date: Thursday, September 26th, 2024

RFP Closing Date & Time: Thursday, October 10th, 2024 (17:00 EST)

To All Potential Proponents:

Addendum No. 1 is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby an official document of the RFP. Please attach this addendum to the original RFP package. As per the RFP, the Proponent shall acknowledge receipt of any and all addendums, if any, by listing the Addenda by number(s) and date(s) in their proposal.

1. Will ACCES be open to solutions that take more time to implement if they align with your future goals of adding HR functionality down the road?

Ans. We plan to implement the new payroll system by February 2025; however, we welcome proponents to suggest alternative timelines if they feel the target date is not feasible. At this stage, we will not be implementing any additional modules.

2. Is there anything driving the intended February 2025 go-live date?

Ans. We were hoping to implement a new payroll system in 2024, but it was not feasible with other goals. We now wish to move forward as soon as reasonably possible.

3. What are the challenges that ACCES is experiencing with the current payroll system?

Ans. Our current solution has not given us reassurances about the proper set up of some taxable benefits and caused an issue for staff. They require salary changes to be done on a biweekly amount and cannot automatically prorate changes – this requires a manual calculation, which we are not fond of.

4. Please confirm if ACCES is looking to bring payroll services in-house, or if ACCES intends to outsource payroll functions.

Ans. We plan to utilize outsourced payroll software while maintaining the ability to implement updates and changes internally. While we are open to exploring other options, we believe that this approach aligns well with our organizational size and needs.

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