



The Sewerage & Water Board OF NEW ORLEANS

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Addendum No. 4

Your reference is directed to the Request for Proposal for: **2025-SWB-01 Human Capital Management Software and Services** for the Sewerage and Water Board of New Orleans which proposals are due on **February 10, 2025**, at **11:00 a.m.** CST.

This addendum provides for the following:

1. Answers to questions.
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1. Response definitions, "Future" notes that the feature must be available by 1/1/2025. Should this read 2026?

Yes, this should read "1/1/2026"

2. INT.20 – Is there an existing garnishment/tax vendor that you anticipate using with your new system?

No, we are open to recommendations from the chosen vendor.

3. HR.107 – Does SWBNO anticipate digital versions of existing forms to be used for Personnel Actions (for example, a PDF with e-signature), or will SWBNO be open to initiating Personnel Actions using an electronic form and workflow of approvals?

New Orleans Civil Service may require some forms be in a specific format, but SWB-specific forms can possibly be utilized within the HCM system.

4. Will retirees be offered benefits? If so, is an enrollment portal required, or will your broker provide a method of enrollment?

Retirees are already offered benefits. We would anticipate the HCM software to provide a retiree/employee portal.

5. Will retirees be paid from the new system? **Yes**

If yes:

- i. Will they be allowed to access the system for self-service, pay statements, 1099R, etc? **Yes**
- ii. Approximately how many retirees will be paid? **840**
- iii. What is the payment frequency of retirees? **Biweekly**

6. 2.16: DBE 6% Goal.

- a. Should the 6% be calculated based just on the professional services quoted, or the total solution cost, including the software too?

6% is calculated on implementation services only; software license costs are not included.

7. Is there a separate Workers Compensation Payroll? Or are these included in the regular payroll runs?

W/C are currently run as a separate payroll run.

8. Can timecard approvals be pushed to managers?

Timesheets are currently required to be signed by the employee's supervisor. We anticipate that the new HCM system will have an automated workflow for supervisor approval. We would prefer a system that has the ability to assign a timecard approver that may or may not be their direct supervisor.

9. How many Learning Catalogs does SWBNO use?

This question is not specific. SWB does not currently have a true LMS, but utilizes various sources for training. We would prefer a system that has the ability to offer a more centralized LMS that draws from several catalogs.

10. Are you open to combining the biweekly and weekly payrolls?

SWB is open to the discussion with our chosen vendor. The chosen HCM should assist with the transition, if decided upon.

11. On the Company Background Form - #16 – what organization are you referring to in this questions?

This is requesting which past or current client you would suggest that SWBNO contact to visit to discuss your software/implementation.

12. On the Staffing Plan Form - #51 - Is it the expectation that all listed Project Roles on the Staffing Plan Form be Full Time?

We would expect that the vendor would recommend the number (or fraction) of FTE personnel SWB should commit to this project for each job listed.

13. Are you currently licensing Oracle Integration Cloud (OIC)?

OIC is currently licensed through the Financial System implementation.

14. Is there a requirement to use mobile devices to access the HCM solution

- a. Clock in and out
- b. Submitting request for vacation
- c. Reviewing benefits

SWB wants a solution that is employee self-serve friendly via mobile and PC, and that integrates with timeclocks and/or RFID badge systems. SWB is open to discussion of best options with our chosen vendor.

15. What is the workflow.

This question is not specific as to which workflow and is not able to be answered. Please note that SWB is currently documenting workflows and will have this information for the chosen vendor.

16. Is there a list of reports that need to be completed for Stage 1 and then future stages.

SWB anticipates receiving HR and payroll standardized reports and will identify required customized reports with the chosen vendor during implementation.

17. What are the key pain points or challenges with the current HCM system that this new solution must address?

The new HCM solution should have an auditing function, valid tracking of pay rate history, position history, etc., and ability to integrate with other government agencies (for garnishments, taxes, new hire reporting, etc.). Current reporting structure is only ad-hoc and standardized reporting is not adequate with our complex civil service rules. The UI is not user friendly.

18. Are there additional decision-makers or stakeholders beyond the Procurement Department that the vendor should keep in mind during this process? EG.. Finance who will benefit from tool?

SWB Human Resources and Payroll will be the main stakeholders for this project. The Procurement department oversees the RFP and any communication surrounding the RFP. HR and Payroll staff will be most heavily involved in implementation. The Selection Committee criteria is defined in the RFP.

19. What level of post-implementation support does SWBNO expect, could a second vendor/rfp for this support be provided?

The software implementor should provide and submit pricing for at least 3 months of post go-live support. Additional support after post-go-live is expected to be provided under the software agreement.

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2025-SWB-01 Human Capital Management (HCM) Software and Services, as fully and completely as if the same were set forth therein. The proposer shall be responsible for having knowledge of all addenda issued for this RFP.

4 pages in total

***** END OF ADDENDUM *****