



Employee Pay Redesign
RFP P10/9686
Date: 10/06/09

Answers to Vendor Questions – Questions are in black, answers are in red.

1. Could you identify the departments that own the processes within the scope of the project and their organizational relationships? **Employee Service Center, Finance Department; Human Resources; and Faculty Contracts and Certification, Provost's Office**
2. Beyond Banner Human Resources, are there other vendor supported systems in use for the areas within scope (e.g., applicant tracking, time and attendance)? **Neogov is used for applicant tracking.**
3. Is Banner Workflow being utilized to support any of the processes within scope? **Pima Community College is just beginning to utilize Workflow. We have one workflow associated with adjunct faculty contracts.**
4. Has Pima implemented any self-service functionality to support the processes within scope? **Pima Community College has limited self-service functionality mostly to allow employees access to information such as prior pay information, benefits, and leave balances.**
5. Are student workers paid from Federal Title IV College Work Study funds included within the scope of the project? Is so, could you provide some high-level information on this cohort (e.g., identify departmental process owners; number of students paid; frequency of pay)? **Student workers would be included within the scope, however they are not the focus of the project. They are included within the scope because we pay them on our biweekly hourly payroll. There are approximately 175 student workers.**
6. Section 1: Introduction
Section 2: Scope of Work
 - a. Page 4. Which human resource processes are currently centralized? **Payroll processing is centralized in the Employee Service Center. Job entry is done primarily at Human Resources and Faculty Certification. Campuses do some job entry related to temporary employees.**
 - b. Page 4. How many departments use existing human resource systems? **All departments throughout the College use existing human resource systems.**
 - c. Page 5. What systems are currently used to support HR processes that are part of the redesign described in the RFP? **Banner is our sole enterprise system.**
7. Section 4: Selection and Contract Award Page 11: Please describe the weighting that will be assigned to the criteria: **The criteria are now listed in the order of importance.**
 - a. Financial Proposal
 - b. Firm Experience and qualifications
 - c. Staff expertise / Implementation and Operational Teams
 - d. Product design and capabilities
 - e. Project Methodology and Structure
 - f. Implementation and / or delivery schedule
 - g. Financial Viability
 - h. References