

## Questions and Answers for RFI 2015-01 Enterprise Payroll/Human Resources System

**Q:** How many firms has the RFI gone out to?

**A:** The total number of firms who have received the RFI is unknown at this time. In addition to sending a few copies out via e-mail, Florida Housing posted the RFI in the Florida Administrative Register and on the Corporation's website in order to attract a wide audience.

**Q:** Are you at liberty to share the names of the firms?

**A:** The firms who have been e-mailed copies of the RFI include:

- APS
- Ascentis Solutions
- BambooHR
- Ceridian
- Cornerstone on Demand
- Datis Solutions
- Electronic Commerce, Inc.
- FinancialForce HCM Software
- KRONOS
- Mangrove Human Capital Software
- Paychex
- Paycom
- Paycor
- Paylocity
- Sage Human Resources & Payroll
- Synch HR
- Ultimate Software

**Q:** Florida Housing has approximately 135 positions. Is that roughly how many employees Florida Housing has as well?

**A:** Yes.

**Q:** How many employees total (hourly and salary) will be processed on the payroll?

**A:** Roughly 135 employees will be processed on the payroll.

**Q:** How many times a year do you process payroll? For example, are you processing weekly, bi-weekly, semi-monthly, or monthly?

**A:** Florida Housing processes payroll bi-weekly.

Request for Information 2015-01, Q & A  
Page 2

Q: I understand that this is just an RFI at this point. Is there any insight into when an actual project would begin, or when Florida Housing might like to be live on a new system?

A: Florida Housing would like to be using a new system by the first quarter of 2016.

Q: Would you please elaborate on what you are looking for regarding Section 508 Accessibility Standards?

A: Florida Housing is seeking compliance with the accessibility requirements.

Q: Is Florida Housing looking for the Payroll Processing by way of a Service Bureau (An organization who handles the submission of check payments, deposits, garnishments, taxes, etc.); or are you looking for a software solution that trains you on how to manage the system, but you would make all payments, transfer ACH files, pay taxes (904s, 941s, etc.)?

A: Florida Housing is looking for a provider for all the payroll related services outlined in Section 3 Item B of the RFI. This includes payment of wages, payroll taxes; direct deposit/live checks; federal/state payroll tax filings; payroll/management reporting; generating W-2s; payroll deductions; and employee record keeping. Florida Housing currently handles the transfer of garnishment payments internally, however, we would be open to outsourcing this process as well.

Q: It appears that Florida Housing is looking for a Learning Management System (LMS). What is the extent of functionality that you are looking for?

A: Please review Section 3, Item F in the RFI document for more information.

Q: Would Florida Housing accept a different form of electronic submission, e.g., an e-mail or USB?

A: No. For IT security purposes, we are only accepting CDs or DVDs at this time.