

Kitsap Regional Library (KRL) RFP Questions

1. RFP. Appendix I. General System.

- a. 6. Provide current use and plans for the application of AI in your application? Are AI features something that can be enabled and disabled by the customer?
 - i. **Question:** Does KRL consider AI functionality a requirement for its future HRIS solution? If so, are there specific components of the HRIS (payroll, HR, talent) where AI is more of a priority than other components? Please clarify KRL's AI expectations and preferences within its future HRIS solution.
 - ii. **Response:** It's not considered a requirement. Our preferences, if utilized would to support insights and reporting. Our expectations and preferences is for ethical and responsible use of AI, such that the library information is not misused and AI tools do not impact compliance or our ability to have fair and equitable processes.

2. RFP. Appendix I. Payroll.

- a. 9. How does Respondent's system support a budgeting application or connection to a third-party system for position management, where we can project expenses for this year and subsequent years?
 - i. **Question:** Does KRL expect the new HRIS to become the system of record for position management and workforce planning, or will those functions continue to reside in a separate budgeting or financial system?
 - ii. **Response:** KRL's interest is to have the new HRIS become the system of record for position management and ideally able to complete workforce planning; not have a separate system.

3. RFP. Appendix I. HR.

- a. 20. Describe how Pay Grades and Salary Ranges are established in the system. How are they assigned to positions? How are positions assigned to employees? How can I view the history of a specific position over time, such as when it was created, reclassified for a promotion, or split into two new positions?
 - i. **Question:** Do you require the HRIS to maintain and manage the lifecycle of individual authorized positions (creation, budgeting, reclassification, vacancy tracking, and position history), or are you primarily looking to manage employee assignments, positions, pay grades, and salary ranges?
 - ii. **Response:** We require the HRIS to maintain and manage the lifecycle of individual authorized positions in addition to employee information management.

4. Please provide additional detail regarding your union environment, including:

- a. the number of bargaining units? **At this time we have one bargaining unit.**
- b. whether each bargaining unit has unique pay scales or accrual rules? **We do have some accrual rules that can vary by position, not just unit; so, yes ability to have different rules for varying reasons is essential.**
- c. and whether you routinely process retroactive contract settlements or other collective bargaining agreement adjustments that impact payroll and benefits? **Yes, this can occur.**

5. The RFP states employees earn sick and vacation time. Is sick and vacation time earned based on the number of hours worked, or some other policy? **Earned based on full-time equivalency; and those full time earn a pro-rata amount of hours.**

6. Does KRL also require FMLA leave management? **We anticipate needing payroll codes to support leave management. It is a desire to also manage in the system, but not required. If so, the system would have to support complex leave laws in Washington State.**

7. The KRL RFP mentions a requirement for time and attendance (pg. 5). What method of time is preferred (ex: mobile, kiosk, computer, physical time clock devices).

Response: We currently utilize computer logging and are open to solutions. We do have ID cards and could assess physical options as well.

- a. If fixed-mount time collection, what type(s)?
 - i. Magnetic Card Reader, Bar Code Reader, Proximity/RFID Reader, Biometric Fingerprint recognition? **N/A**
 1. Does the KRL issue employee ID or door entry access badges? **Yes**
 2. If so, would the KRL like to leverage your existing badge(s) to be used with the new timekeeping system? **If we utilize a physical system, yes.**
 - i. Can the KRL provide a sample badge for testing? **Yes.**
 3. How many of each fixed-mount time collection devices are required? **Estimated at 12.**
 4. What is the preferred connectivity for fixed-mount time collection devices (Ethernet, Power-over-Ethernet, Wireless)? **Wireless.**
8. Do KRL employees work in multiple positions/departments with multiple pay rates?
 - a. If so, do you require a “blended” or “weighted” overtime calculation? **This is not common event, and OT is not blended or weighted.**
9. Can Employees earn Comp Time in lieu of Overtime?
 - a. If so, do Employees choose which applies or is there a specific KRL policy surrounding this? **We do not have comp time.**
10. KRL currently uses WhenToWork for shift scheduling. Does KRL also require:
 - i. Rounding rules (Ex: round up/down to scheduled times)? **We do require rounding rules to support FLSA 7-minute rule, since we do manual timekeeping (15 minute increments).**
 - ii. Prevent employees from Clocking-In/Out outside of approved work schedules or locations? **Not a requirement, but a feature we would be interested in learning more about.**
 - iii. Advanced scheduling (Ex: employee shift swaps/drops)? **Yes.**
11. **RFP. Technical Requirements.**
 - a. **d)** Please describe how your application is able to interface with our existing third-party application: Cornerstone (formerly under a sub-company Halogen), Caselle, and iSolved (formerly ApplicantPro)
 - i. **Question:** Does KRL plan to continue using the listed applications, or replace these systems? **We are considering replacement (s).**
12. Are there 3rd-party systems in the KRL technology landscape the proposed HRIS should consider for integration purposes (ex: ERP, Work Order system, etc.)?
 - a. If so, please provide the Software vendor and software name(s). **No.**
13. Has the KRL met with or had demonstrations with any vendors for this type of solution prior to the release of this RFP?
 - a. If yes, would the KRL please identify the vendors and solutions reviewed? **No recent demonstrations or solicitation have occurred to reference.**
14. Did the KRL receive outside assistance creating/formatting the RFP?
 - a. If so, which consulting group/vendor provided assistance? **Yes, Frisque Consulting**

15. Is the KRL interested in leveraging a competitively bid RFP process and contract award to a national Purchasing Cooperative as a purchasing vehicle? We would be interested in utilizing a purchasing cooperative if we can achieve our requirements.