

June 26, 2026

ADDENDUM # 1
Statement of Qualifications (SOQ) #26-021
Human Capital Management (HCM)

The Purchasing Department is issuing this addendum for the purpose of announcing the following information:

- The due date for this remains Tuesday, July 21, 2026. All responses must be submitted at **bidnet direct by SOVRA** <https://www.bidnetdirect.com/mitn> before 11:00 AM Eastern Time.
- Response to questions received by Jun 25, 2026, 11:00 am are part of this addendum.

The following questions have been received.

Questions and Answers:

1. Will you sign an NDA?

1A: As a public agency, Genesee Health System (GHS) is subject to the Michigan Freedom of Information Act (FOIA). This is noted in section 7.4 of 26-021. For this reason, we do not enter into non-disclosure agreements as part of our public procurement process.

Additionally, all responses submitted in connection with SOQ 26-021 become part of the public procurement record. Proposers should be aware that submissions cannot be broadly designated as confidential. While GHS will handle proprietary information in accordance with applicable law, blanket confidentiality designations for the entire proposal are not acceptable.

We encourage vendors to proceed with their response in accordance with the terms and conditions outlined in the solicitation. If there are specific sections of information you believe may be exempt from disclosure under FOIA, those must be identified and state the legal basis for doing so. You must also provide a redacted public version of the document.

2. Is the stated budget in the SOQ document section 2.13, item 6 (Fiscal Year budget for HCM solution \$200,000 to \$350,000) for just one year of the software, exclusive of the Implementation Costs or is it the full budget for the software AND Implementation?

2A: Inclusive of software, implementation and ongoing support.

3. What is your current annual spend for the existing solution?

3A: Around \$350K

4. Is October 1, 2026 intended as contract start or target production go-live?

4A: Contract start date with go-live date being January 1, 2027

5. What HCM system are you currently using and why are you looking to replace it?

5A: ADP. We are looking for a more robust system that is cloud based and has all the software modules embedded into one system.

6. How many W2's do you process annually?

6A: Just under 700

7. What is the average number of active garnishments processed during a typical pay period?

7A: 20-25 per pay is the average.

8. Collective Bargaining Agreements (CBAs) It would be helpful for us to review any applicable Collective Bargaining Agreements. Please provide copies of all current CBAs that would impact payroll, timekeeping, leave, or benefits administration.

8A: GHS has two unions. The review of the CBA are not necessary for the SOQ and demonstration.

9. PTO accrual requirements / policy documentation, the RFP references "Ability to handle complex PTO accruals as needed." To confirm configuration and ongoing administration requirements, please provide the PTO policies for review (including accrual methods, caps, carryover rules, eligibility/waiting periods, proration rules, payout rules, and any union/department-specific variations).

9A:

Years of Service	Seniority Hours	Authorized PTO Accumulated Per Year	Awarded PTO	Amount of PTO Hours per Hour Worked	PTO Hours Accrual per 80 hours	Non-Union Staff Maximum Accumulated Hours	AFSCME & Teamsters Maximum Accumulated Hours
Upon Hire	0	N/A	40 hours	N/A	N/A	N/A	N/A
0 years	>520 to <1040 hours	N/A	20 hours	N/A	N/A	N/A	N/A
0 years	>1040 to 2080 hours	N/A	46 hours	0.050025	4	N/A	N/A
1-5 years	>2080 to 10,400 hours	160 hours	N/A	0.0769	6.15	210 hours	169 hours
6-10 years	>10,400 to 20,800 hours	200 hours	N/A	0.0962	7.7	270 hours	217 hours
11 years +	>20,800 hours	240 hours	N/A	0.1154	9.23	330 hours	265 hours

10. Garnishments volume, to better understand processing volume and payment requirements, approximately how many garnishments are paid per pay period?

10A: 20-25 per pay is the average.

11. Time & Attendance hardware needs, will GHS require physical time clocks? If so, please confirm: Number of locations that need devices, estimated quantity of clocks per location.

11A: We need 17 time clocks currently. This could change as we grow but this is a good starting point.

12. Please provide the scheduling population by role or department/program.

12A: We have the following schedules:

- 9 hours a day with a 1 hour lunch;
- 8.5 hours a day with a 30 minute lunch
- 4 days at 10.5 hours per day; with 30 minute lunch
- 4 days at 9.5 hours with 30 minute lunch, and 4 hours on 5th day
- 3 days at 12.5 hours per day with 30 minute lunch however paid for 40 hours

13. Do you have minimum staffing requirements?

13A: Not for the majority of the departments. In our Behavioral Health Urgent Care that houses our Crisis Residential Unit and our Crisis Stabilization Unit there are minimum staffing requirements.

14. Do you staff based on OT eligibility?

14A: We utilize the over 40 hours a week option for overtime; however it is minimal

15. Are there Union/CBA's? If yes, please define how many

15A. There are 2 unions

16. Please confirm if this bid is for Genesee Health or if it includes the Region 10 agencies?

16A: This is for **Genesee Health System**. Not Region 10, not Genesee Health Plan.

17. What ERP system do you currently use?

17A: Microsoft Great Plains is our accounting system and ADP is our HR/Timekeeping/Payroll system.

18. Is there a scheduling software in place today?

18A: Just within the ADP system

19. Certifications & Assurances / contract documentation The RFP includes the "Statement of Certifications and Assurances" and references contract documents, appendices, exhibits, and attachments. Please provide copies of any contract documents, appendices, exhibits, and attachments that would be incorporated by reference or required upon award so our legal team can review and confirm the terms are compatible with our entity.

19A: See the additional document Boilerplate Contract

20. It is also noted that a BAA would be required. Please provide a copy of the proposed BAA for review of the terms

20A: See the additional document Standard BAA

Cindy Stahmer
Purchasing Manager