

July 10, 2026

ADDENDUM # 2
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 July 6, 2026, 11:00 am are part of this addendum.

The following questions have been received.

Questions and Answers:

1. Is a new ERP financial system on the roadmap for future acquisition? Also, can you specify the current financial system in use at GHS , with which integration is required?
1A: Yes, in the future. The current system is Microsoft Great Plains.
2. How many EDI feeds will be needed?
2A: At least daily.
3. How many benefits eligible employees?
3A: We have 484 employees who are eligible. However we also provide coverage for their family as well. There are 1679 members on the HMO plan and 152 on the PPO plan.
4. How many employees active on benefits?
4A: 484

5. I see that all 10 locations are within Michigan, but do you have any employees in other states besides Michigan? If so, can you please provide a list of state jurisdictions for tax filing purposes?

5A: All of our employees work in Genesee County Michigan, with the exception of 3 employees, one is in Hendersonville, North Carolina and two are in Texas (Grapevine, TX and Cedar Park, TX).

6. I see your note to track leave. Are you looking to track and maintain your family medical act cases within the software, **A -YES** or only track hours that apply to a leave category? **A -NO** If the latter, do you require an integration with a 3rd party leave management program or system?

6A: NO, Our goal is to have one system that tracks all leaves of absence, including FMLA, Personal Leave, Military Leave, Bereavement, and Unpaid Leave.

7. On page 15 in section 2.3 Performance Management & Development, Section D, we noticed it states "Learning and development management capabilities (if available). Does GHS have an LMS (learning management solution) in place today? **A -YES** If so, what is the system you work with? **"Bee Hive"** If not, is this within the scope of this project?

7A: This question refers to two different systems as though they are one and the same. The performance management system is not tied to the learning and development system. The performance management tool refers to the employee's performance evaluation, and it is being done manually, using PDF forms. We would like a performance management evaluation system integrated into the HCM software. The learning management system we use is called BeeHive, and it is a 3rd party software. We do not necessarily need this integrated unless it is customizable, so we can upload the specific training required annually.

8. In addition to feeds for employee health benefits, will you need a connection to your 401k? Can you please provide detail of the connections you will need for the project with the names of the carriers, including but not limited to: medical, dental, vision, STD/LTD, Cobra, other ancillaries..

8A: HAP (medical), Delta Dental, Blue Cross Blue Shield (VSP), Mutual of Omaha for STD/LTD, COBRA is administered through each carrier. No, we do not need the retirement to be connected.

9. Please confirm the total number of active employees, and distinguish between full-time, part-time, and contingent workers who will require user accounts in the HCM system.

9A. We have 633 full-time, 32 part-time, and 24 temp employees who will need access.

10. Which functional modules are in scope (e.g., Core HR, Payroll, Time & Attendance, Benefits Administration, Talent Acquisition, Performance Management, Learning Management), and are any explicitly out of scope?

10A: Please review section 2 for Scope of Work. The learning management is out of scope.

11. What legacy systems or data sources will require migration, and what are the approximate record counts or file sizes involved?

11A: We currently use ADP and will need the data migrated from it.

12. Are there any mandatory integrations with existing finance/ERP, Active Directory, or scheduling platforms, and should these integrations be real-time or batch?

12A: We do not currently have any of these real-time or batch integrations, but would like to see the offerings.

13. Would you please provide specifics around your Longevity Pay policies and configurations to scope properly for demonstration?

13A: We have approximately 36 employees who receive longevity bonus. The policy is as follows:

Effective January 1, 2025, and in the future, staff who do not currently receive a longevity payment will receive a one-time, lump payment at the following milestones:

- ⇒ 7 years-\$500.00
- ⇒ 10 years-\$1000.00
- ⇒ 13 years-\$1500.00
- ⇒ 16 years-\$2000.00
- ⇒ 19 years-\$3000.00

Employees hired prior to November 11, 2023, will receive longevity compensation upon the completion of seven (7) years of service with the Agency and additional increments will be paid at three (3) year intervals thereafter up to and including the nineteenth (19th) year of service.

Longevity compensation is based upon total, continuous length of service with the Agency and does not relate to the length of time served in a particular classification, office, or program.

Longevity Compensation is not a benefit provided to employees hired on or after November 11, 2003.

In defining continuous service, authorized leaves of absences or layoffs which do not exceed one (1) year will not constitute a break in service. However, time off will be subtracted in computing the length of time of eligible increment time. Separation due to resignation or dismissal constitutes a break in continuous service.

Longevity compensation will be paid to the employees who have served the equivalent of seven (7), ten (10), thirteen (13), sixteen (16), and nineteen (19) years of service. Longevity increments shall be calculated as follows:

- ⇒ 2% of the annual rate upon completion of seven (7) years of continuous full time service.
- ⇒ 4% of the annual rate upon completion of ten (10) years of continuous full time service.
- ⇒ 6% of the annual rate upon completion of thirteen (13) years of continuous full time service.
- ⇒ 8% of the annual rate upon completion of sixteen (16) years of continuous full time service.
- ⇒ 10% of the annual rate upon completion of nineteen (19) years of continuous full time service.

Time spent on military leaves (not to exceed four (4) years unless otherwise provided by statute) will be used in computing continuous service for longevity only.

14. Solution Architecture: Is GHS open to an HCM solution that integrates with third-party applications for specialized functions such as Payroll, Benefits Administration, and Applicant Tracking, **A- NO** or is a single HCM platform expected to provide all functionalities?

14A. Yes, we want one platform to provide all functionalities

15. Existing Systems: Could you please provide the list of existing applications currently used for the following functions and indicate whether they are expected to be replaced or integrated with the proposed solution? - Applicant Tracking System (ATS) - Core HR/HCM - Payroll - Time & Attendance / Scheduling - Expense Management - Benefits Administration

15A. We use ADP for all of these systems.

16. Recruiting: For Job Posting, are you expecting support for internal job postings only, or should the solution support publishing vacancies to external job boards and recruitment portals?

16A. It should do both.

17. Recruiting: Regarding Interview Scheduling and Communication Tracking, should the solution support automatic calendar invitations (e.g., Microsoft Outlook/Teams)

and candidate communication history **A - YES**, or are manual processes acceptable?

17A. Manual processes are not acceptable.

18. Onboarding: Are background verification, drug testing, reference verification, and professional license validation expected to be managed within the HCM solution **A - YES** or through integrations with external service providers?

18A. No, we do not want any integrations with an external service provider. We are seeking one robust system that includes the management of all the functions stated in section 2 Scope of Work.

19. Payroll: Does GHS intend to retain its existing payroll solution, or is the selected vendor expected to provide or implement a new payroll solution as part of this engagement? If a new payroll solution is expected, is GHS open to an integrated third-party payroll solution?

19A. No, the solicitation stated we are looking for one system

20. Timekeeping & Scheduling: Could you provide additional details regarding your workforce scheduling and timekeeping requirements, including supported clock-in/clock-out methods, scheduling patterns (fixed, rotating, on-call, shift swaps), automated lunch deduction rules, and business rules for tardiness tracking?

20A. Staff work either a 9-hour day with 1 hr. lunch, or 8.5 hours with .30 minute lunch, or 3 days at 12 hours with .30 minute lunch, however paid for 40 hours, and some that work 4 days at 10.5 hours each with a .30 minute lunch.

Yes, the clocks should allow shift swaps, on-call, fixed and rotating schedules with automatic lunch deduction. The rules for tardiness and unexcused absences are as follows:

- Staff are provided with a 7-minute grace period to arrive at their worksite location. Past these 7 minutes:
 - Staff will be considered tardy after the grace period expires. Staff in this situation will be allowed to use banked time to make up the difference following the 7-minute grace period. The use of banked time does not change the fact that the staff was tardy.
 - Staff who fail to clock IN will be considered tardy.
 - Staff should review habitual tardiness guidelines, Work Rule #7.
- **Staff who have three (3) unscheduled absences within a sixty (60) day period, Work Rule #14.**
- Staff are considered to be leaving early if they are not at their workstation or worksite at the end of their shift without prior approval from management.
- Staff should be aware that habitual tardiness guidelines (Work Rule #7) apply to early departure.

- Staff who do not clock IN or clock OUT for lunch:
 - Staff will receive an automatic lunch deduction of thirty (30) or sixty (60) minutes, as designated by their supervisor.
 - Staff must work a minimum of six (6) hours before lunch will be deducted.
 - Staff at the Community Integration Center and Psychosocial Rehabilitation (PSR) are excluded.

The Time Clock is the official time for staff arrival and departure. Staff are required to clock in and clock out for themselves. It is the staff's responsibility to request the use of banked time from the supervisor, as needed (i.e., late arrival, early departure, time off, etc.). It is also the staff's responsibility to reconcile their time and submit it electronically within the required timeframes.

21. Accounting Integration: Which accounting and financial system(s) are currently in use that will require integration with

21A. Microsoft Great Plains

22. Reporting & Analytics: Which reporting platform, Business Intelligence tool, enterprise data warehouse, or analytics environment is currently being used and expected to integrate with the proposed HCM solution?

22A. GHS utilizes Microsoft SQL Server as its enterprise database platform, SQL Server Reporting Services (SSRS) for operational reporting, and Microsoft Power BI for business intelligence, dashboards, and analytics.

23. Identity & Security: Could you please confirm the Identity Provider currently used for Single Sign-On (SSO) and user provisioning (e.g., Microsoft Entra ID, Active Directory, Okta, etc.)?

23A. Microsoft Entra ID

24. Data Migration: Is historical data migration expected as part of the implementation? If yes, could you provide an estimate of the historical data to be migrated (e.g., employee records, payroll history, leave balances, performance records, etc.)?

24A. Yes. GHS expects the successful proposer to provide data migration services as part of the implementation. The agency's current HCM system is ADP and has been in use for many years.

Historical data to be migrated is expected to include, at a minimum:

- Active employee records
- Employee demographic and employment information
- Organizational structure (departments, positions, supervisors, locations)
- Compensation and pay history
- Accrued leave balances

- Benefits enrollment information
- Payroll tax and year-to-date balances (as required for implementation timing)
- Security roles and user accounts

25. Implementation: Does GHS envision a single enterprise-wide implementation, or would a phased rollout by module or business function be acceptable?

25A. We would like to go live January 1 with all systems in place.

26. Could you please clarify the "Example test plan" referenced in Section 3.5?

26A. This is in reference to Section 2.12.O "Provide a formal test plan approach (integration testing, UAT, etc.)"

Cindy Stahmer
Purchasing Manager