Addendum #1

Capital Project Committee

City of **Greeley** *Colorado*

Project Information	
Project Name:	Payroll and Benefits Audit RFP
Bid Number:	FD21-02-025
Date:	March 4, 2021
Project Manager:	Paul Fetherston

Addendum Items	
Item 1	Have you ever had a payroll and benefits performance audit under GAGAS? If so, can you share the report? The City is unaware of any previous payroll and benefits performance audit completed.
Item 2	Is this performance audit part of the series of operational assessments the City has recently commissioned including the Finance Department Assessment (RFP#FD20-06-102) and Culture, Parks and Recreation Organizational and Operational Assessment (RFP# FD20-06-104)? Please provide the names of the successful vendors for each of these projects. The audit is driven by (a) such audits are best practices; and (b) the transition between systems.
Item 3	What is the City's budget for this project? This will help us determine the depth of coverage the city is looking for in this assessment. There is no established budget.
Item 4	Is there an incumbent provider the City currently has a contract with or has recently worked with in the past on similar assessments, such as an outsourced internal audit firm? If so, please identify this firm(s). No.
Item 5	Does the City have documented flowcharts for the payroll, benefits, and timekeeping processes, including identification of key controls? The City is in the process of updating processes and policies based on the system transition. This is an item for review and discussion with the selected vendor.
Item 6	Please provide all Finance Department policies concerning payroll/benefits/timekeeping or a link to where these policies are housed. All policies will be made available to the successful vendor. The policies are in the process of being updated based on the ERP transition.
Item 7	Please confirm the City is looking for a firm fixed price proposal. This is specifically addressed on page 5 of the RFP – the cost proposal shall include a projected not to exceed cost.

Item 8	Are key payroll & benefits personnel operating in-person/on-site, or are staff working remotely?
	The key payroll and benefits staff are currently working in a hybrid environment – and are on site as needed.
Item 9	Does the City have a preference as to whether the vendor conducts work on site or remotely?
	The City is open to work on site and remotely depending on the circumstances of the pandemic and ensuring a complete and thorough After Action Review.
Item 10	What is the impetus for this assessment? Why was the payroll & benefits function chosen for a performance audit over other City functions?
	The audit is driven by (a) such audits are best practices; and (b) the transition between systems.
Item 11	Does the City prefer judgmental or statistically valid sampling for testing? If judgmental, does the City have a preferred sample size? If statistical, does the City have specific confidence levels and interval specifications?
	This is an item for discussion with the selected vendor.
Item 12	Do resumes count towards the 20 page proposal limit?
	Yes.
Item 13	Is the City aware of any payroll/benefits fraud that is currently occurring or has occurred within the past 5 years? If so, please describe.
	Not to the City's knowledge.
Item 14	Does the City want all 40 benefits codes tested, or would a weighted sample be acceptable?
	The City would make that determination in discussions with the selected vendor.
Item 15	Is all payroll and benefit information available in an electronic (i.e. .txt, .csv, .xls) format? If not, what relevant documentation would not be available in such a format?
	Yes.
Item 16	Are employee benefit elections made electronically or via paper forms? If the latter, is the City comfortable with any transcription the City has made from the paper form to the benefits system, or should this be included as part of the audit testing?
	Yes, electronic.
Item 17	Are timesheet, overtime, and comp time approval all electronic or would the verification of such as part of the audit need to be manually examined?
	All approvals are electronic.
Item 18	The RFP states that the City is currently using Oracle for timekeeping but also states "identify and understand the different time entry systems used throughout the City and how employees track and submit their time worked". Please provide a list of all timekeeping systems in use, or confirm that consultant is to undertake the effort of determining all timekeeping systems in use throughout the City as part of this engagement.
	The vendor should determine all time keeping systems in use as a part of the audit.
Item 19	Does the City have a budget in mind for the payroll and benefits audit?
	No.

Item 20	Does the City have any specific fraud concerns or has fraud occurred related to payroll and benefits?
	Not to the City's knowledge. The audit is driven by (a) such audits are best practices; and (b) the transition between systems.
Item 21	Does the City have certain sample sizes in mind, or does the City have any thoughts on the percentage of the population (966 employees) it would like tested as part of these procedures?
	This is an item for discussion with the vendor upon selection.
Item 22	Is the City looking to have testing performed in both systems – NovaTime and Oracle?
	This is an item for discussion with the selected vendor to ensure objectives are met.
Item 23	Is the City looking to have testing performed on the transition of payroll/benefits data from NovaTime to Oracle?
	This is an item for discussion with the selected vendor to ensure objectives are met.
Item 24	Does documentation on the existing payroll/benefits policies and procedures exist?
	The City's policies and procedures are in the process of being updated. The information will be shared with the vendor upon selection.
Item 25	Is the City open to recommendations on the specific scope in terms of samples sizes and how the specific testing will be performed?
	Yes.
Item 26	Do all employees have to login and approve their time for each pay period regardless of exempt/non-exempt status?
	No. Non-exempt must login in and approve their time, while exempt employees log in only to submit exceptions to their time.
Item 27	Did NovaTime authenticate via Active Directory?
	No
Item 28	Does Oracle authenticate via Active Directory?
	Yes
Item 29	What evidence does the city require employees supply to prove dependents eligibility for benefits?
	· New hires make their entries electronically and the system requires a social security number of the dependents. If there is the need of a verification of insurability, that process happens outside of the City supervision (it is a process between the provider and the employee).
	· For new birth and adoptions the birth certificate, the adoption paperwork, or the social security request will serve as proof of insurability.
	· In the event of a dependent audit, the city will accept birth certificates as proof of insurability
Item 30	How many relevant policies and procedures doe the city have?
	The City is in the process of updating policies and procedures. This is an area that can be reviewed and discussed with the selected vendor.
Item 31	Will the city have someone available to pull extracts of data from Oracle and NovaTime, and any other relevant system?

	Yes
Item 32	Are contributions to any employee funded retirement plans in-scope? The focus is on payroll and benefits, but retirement contributions may be discussed with the selected vendor.
Item 33	Does the city require applicants to take a basic skills assessment test during the interview process? If so is evidence of that skills test retained? If there is evidence is it maintained electronically in a database or similar that the data can be easily extracted from? No.
Item 34	Does the city require an annual sign-off on any policies and procedures, for example, a code fo conduct? Is evidence of that sign-off retained? If there is evidence is it maintained electronically in a database or similar that the data can be easily extracted from? Yes, every year the hand book is updated and it is sent to all employees. A electronic receipt/signature is obtained from each employee
Item 35	The RFP states the city transitioned from NovaTime to Oracle for timekeeping. In the specific procedures outlined in the RFP under "Time Entry" the RFP states: "Identify and understand the different time entry systems used throughout the City and how employees track and submit their time worked". Does the city believe there are timekeeping systems beyond NovaTime/Oracle? Not to the City's knowledge.