



# AMENDMENT

## ISSUED TO ALL PROPONENTS

<b>Amendment No.:</b>	1
<b>RFP #:</b>	14150041
<b>RFP Title:</b>	Payroll and Leave Management Services
<b>Issue Date:</b>	May 13, 2015
<b>Issue by:</b>	Teisha Youden
<b>No. of Pages:</b>	4

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## DETAILS OF AMENDMENT

This amendment is being issued to make changes to the RFP and to provide additional information.

This amendment forms part of the RFP documents and modifies them as follows. All other sections as detailed in the original RFP remain as stated.

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## INSTRUCTIONS

1. Amend your copy of the RFP in accordance with the details below.
  2. Retain amendment copy for your file.
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### **1. Clarification where ‘Third Country Nationals’ and ‘Nationals at Post’ are mentioned throughout the RFP:**

**\*\*additional clarification from the Q and A dated May 8, 2015, under Question # 1\*\***

IDRC does not require the Proponent to produce NR4s for these types employees. IDRC simply requires a payroll history report for these employees.

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**2. MANDATORY REQUIREMENT *modification* under heading General System Functionality for: A.22**

**\*\*additional information from the Q and A dated May 8, 2015, under Question # 7\*\***

**Delete: (all wording)**

A22. Provides ability to migrate IDRC historical and current tombstone data to Proponent's solution.

**Insert:**

A22. Provides ability to migrate IDRC current/year to date tombstone data to Proponent's solution.

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**3. RATED REQUIREMENT *modification* under heading General System Functionality for: B.11**

**\*\*additional information from the Q and A dated May 8, 2015, under Question # 7\*\***

**Add: (addition highlighted in yellow)**

B11: Describe the **general functionality of the proposed solution:**

- Explain how payroll administrators access the payroll database.
  - Describe the limits, if any, to the number of payroll administrators that can access the system at one time.
  - Describe the limits, if any, to the number of employees that can access the system at one time.
  - Describe how long the system will maintain history from data fields for all employees. Indicate which data fields the system maintains history.
  - Describe user search features:
    - Can a user search by employee number, by Last Name/First name, etc.?
    - Can search definitions be stored?
  - Provide screen shots of frequently used screens including new employee entry, employee change fields, timesheet entry, payroll audit, etc.
  - Confirm if the system provides the ability to automatically notify other areas/employee of IDRC of a new hire or other activities, and if so, explain this functionality.
  - Describe your approach for the migration of IDRC **historical data**. (i.e., do you recommend migrating historical data or not, and substantiate your reply).
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**4. MANDATORY REQUIREMENT *clarification* under heading Payroll for: A.30**

**\*\*additional clarification from the Q and A dated May 8, 2015, under Question # 8\*\***

While the Board of Governors are paid on an ad hoc basis, their pay is processed in line with IDRC's pay cycle and are paid on the next available pay. IDRC does not process the Board of Governor pay outside normal pay cycles.

Currently, IDRC receives confirmation that Board members are to be paid and a separate batch is then opened in the next available pay. The payroll administrator will manually input the gross amount owed to the Governors and the payroll process is completed as normal, including appropriate deductions and

remittances. Their net pay is then deposited to their bank accounts on the same pay day as regular IDRC employees.

In an outsourced scenario, IDRC anticipates this will remain a manual process.

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**5. MANDATORY REQUIREMENT *modification* under heading Payroll for: A.47**

**\*\*additional information from the Q and A dated May 8, 2015, under Question # 10\*\***

**Delete: (all wording)**

**A.47** Provides direct deposit file in CPA standard 005 (1464) file format on a bi-weekly basis to allow IDRC to process employee direct deposits.

**Insert:**

**A.47** Facilitate employee payment of their bi-weekly pay.

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**6. RATED REQUIREMENT *modification* under heading Payroll for: B.17**

**\*\*additional information from the Q and A dated May 8, 2015, under Question # 10\*\***

**Delete: (all wording)**

Explain how you ensure **compliance** with all Federal, Provincial and Territorial legislation and IDRC's own in-house deductions and allowances (i.e. life insurances, United Way, computer loans, overseas allowances, etc.) which affect any "gross to net" calculations, remittances, or taxable benefits even if specific only to IDRC.

Explain **if and how you make payments** to Federal, Provincial and Territorial governments for purpose of remitting required statutory deductions, such as CPP, EI, EHT, on behalf of IDRC as per Canada Revenue Agency threshold 2 remitter requirements to two separate CRA account numbers.

**Insert:**

Explain how you ensure **compliance** with all Federal, Provincial and Territorial legislation and IDRC's own in-house deductions and allowances (i.e. life insurances, United Way, computer loans, overseas allowances, etc.) which affect any "gross to net" calculations, remittances, or taxable benefits even if specific only to IDRC.

Explain **if and how you make payments** to Federal, Provincial and Territorial governments for purpose of remitting required statutory deductions, such as CPP, EI, EHT, on behalf of IDRC as per Canada Revenue Agency threshold 2 remitter requirements to two separate CRA account numbers.

Explain **if and how you make payments** for the purposes of remitting non-statutory deductions listed in Mandatory Requirement # A37.

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## 7. STATEMENT OF WORK (SOW)

Based on the aforementioned changes, the SOW is therefore *modified* as follows:

### 7.1.

**Delete:**

On page 7, under heading **Payroll**, delete:

“Provide required reports to allow IDRC to accurately remit deductions for both mandatory and optional pension, insurances and benefits;”

### 7.2

**Delete:**

On page 7, under heading **Payroll**, delete:

“Prepares direct deposit funds transfer files and pay statements;”

**Insert:**

Facilitate employee payment of their bi-weekly pay and prepares pay statements.

### 7.3

**Delete**

On page 9, under heading **3.1 Data Migration /Conversion**, delete:

“a) The Proponent shall be responsible for defining the historical and current data migration strategy following the best practices.”

“c) The Proponent shall be responsible for converting and importing all historical and current data into the new system in a secure manner.”

**Insert:**

a) The Proponent shall be responsible for defining the historical (*if this is possible and or feasible*) and current/year to date data migration strategy following the best practices.

c) The Proponent shall be responsible for converting and importing all historical (*if this is possible and or feasible*) and current/year to date data into the new system in a secure manner.

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**END OF AMENDMENT # 1**

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