

**SEN 012 17/18**  
**Payroll Services for the Senate of Canada**

**QUESTIONS AND ANSWERS #3**

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**Question 1 :**

Do you require the vendor to calculate STAT, Retro (more than one pay period) and Overtime? Also, do you pay your salaried employees hours over and above their salary?

**Answer 1 :**

The statutory increases do not have to be automated as we have one group that do not automatically received the increase on the one year anniversary (for Senator's staff we need the Senator's approval). It would be preferable that we do the manual input ourselves.

We require the automation of retro payments (statutory increments, promotions, economic increases etc.).

As for overtime we would like the rules (collective agreement and terms and conditions) to be inputted in the system so the amounts are calculated automatically. Also, if employees are due a retro payment, the overtime would be adjusted automatically.

Yes, our salaried employee can be required to work additional hours above their regular work day (overtime) and would be paid at the rate indicated in the collective agreement or terms and conditions.

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**Question 2 :**

What is the expected role and relationship of the Senate's Compensation Advisors for the project and for post-implementation?

**Answer 2:**

During the configuration phase of the project, a designated Compensation Specialist will be assigned to work with the supplier.

Post-implementation the Compensation Advisors will be responsible for the day to day data entry in the platform as well as answering client inquiries. For inquiries that are system specific they will contact the supplier's client service center to get answers.

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**Question 3 :**

How many Compensation Advisors are currently working with the Senate?

**Answer 3 :**

There are currently 5 members on the compensation team. 1 Chief and 4 advisors (3 permanent and 1 term).

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**Question 4 :**

For ongoing operations, (customer support), will the Senate of Canada staff be responsible for answering questions, providing guidance and other matters directly with the senators/employees (i.e. as first level support)?

**Answer 4:**

Yes

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**Question 5:**

Is customer support based on an Ottawa time zone, 8-5 p.m.?

**Answer 5:**

The Senate would require customer support from 8:00 a.m. to 6:00 p.m.

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**Question 6:**

For ongoing operations, will the Senate of Canada staff be responsible for the accuracy and for entering the payroll data into the Vendor's system?

**Answer 6:**

Yes

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**Question 7:**

What are the numbers of payees based on the different collective agreements and pay rules?

**Answer 7:**

There would be 8 different groups with the following approximate number of employees:

1. 105 Senators
  2. 137 Retired Senators
  3. 253 Senator`s Staff
  4. 256 Unrepresented employees
  5. 84 Represented employees (PSAC)
  6. 30 Represented employees (PIPS)
  7. 30 casuals (they submit timesheets and paid on an hourly rate)
  8. 29 Management
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**Question 8:**

What is the current breakdown of users of the two current existing systems (Phoenix and current private system)?

**Answer 8:**

242 are paid by the private system (Paymate) and 682 are paid by Phoenix.

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**Question 9:**

What are the integration/interface points that are being used as inputs into current private (non-Phoenix) payroll systems?

**Answer 9:**

There is no interface with the private system. Data is entered manually in the private system.

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**Question 10:**

Does the Senate have any information on how payroll information is conveyed (e.g. does everybody receive physical pay stubs, when is the printing schedule, etc.)?

**Answer 10:**

Private system: Pay stubs are currently printed as the system does not have the capability to send them bilingually electronically and there is no web based platform available.

Phoenix: No paystubs are printed. Employees can view their paystubs and tax slips on the Government of Canada platform called the Compensation Web Application

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**Question 11:**

Are there separate communication channels for Senators vs Senate staff?

**Answer 11:**

Yes

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**Question 12:**

Can the Senate provide current copies of the two applicable Collective Agreements in place?

**Answer 12:**

Yes. See attached

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**Question 13:**

Are the Senate private payroll system and Phoenix using the same schedule? What are the current schedules?

**Answer 13:**

No.

Private system: Senators are paid on a monthly basis on the last business day of each month. In some circumstance they are also paid on a pro-rated daily basis.

Phoenix: Employees are paid in arrears on a bi-weekly basis. Paid day is every second Wednesday.

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**Question 14:**

What metrics/measurements are being used relating to payroll operations?

**Answer 14:**

Each Compensation Advisors have approximately between 230 and 250 client accounts.

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**Question 15:**

Does the Senate have a preferred date range? The RFP documents, p. 22, Paragraph 4 indicates only an unspecified start date and an unspecified end date. Is there a specific 'cut off' date?

**Answer 15:**

Once the contract is awarded the Senate expects to start the planning/development phase right away. Ideally the system should be launched in 2018.

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**Question 16:**

In the response to question 4 of the “Questions and Answers #1”, the Senate of Canada states that the only resumé required for Part 5 - Certifications, 1.2 Education and Experience is for the Primary Contractor’s Representative. **QUESTION:** Is this “Primary Contractor’s Representative” of Part 5 – Certifications, the same contact as listed in Section 10. Contractor’s Representative of Part 7 – Resulting Contract Clauses?

**Answer 16:**

Yes.

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**Question 17:**

In M12. Reports, please clarify that the Bidder is to provide a quarterly auditor’s report during the operational period of the contract only, (i.e. Post-Implementation).

**Answer 17:**

Yes, the quarterly auditor’s reports are to be provided during the operational period of the contract.

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**Question 18:**

*The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the work as required by the Senate of Canada's representatives and at the time specified in the bid solicitation or agreed to with the Senate's representatives.*

Are we to identify every individual in the RFP submission or will this being done after the vendor has been selected?

**Answer 18:**

The only individual to be identified with the RFP submission is the Primary Contractor’s Representative.

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**Question 19 :**

Due to this extension, for planning purposes, can you please provide what dates The Senate of Canada is forecasting for presentations in Ottawa?

**Answer 19:**

The presentations would be the week of December 11, 2017.

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