

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

QUESTIONS AND ANSWERS #5

Question 1 :

Could the Senate please confirm the role and responsibility of the Senate vs the Service Provider with regards to Payroll Administration of each pay cycle? Does the Senate intend to maintain its role of payroll administration, using its compensation advisors, to run the pay-roll cycle using the system provided by the Service Provider? Or does the Senate require the Service Provider to run the cycles?

Answer 1:

The Senate Compensation Advisors will be entering the information in the system provided by the Service Provider and will run the payroll cycle.

Question 2 :

Part 7 of the RFP, “Resulting Contract Clauses”, only contains general terms and conditions and per your answer to question 3, it was confirmed that additional clauses be incorporated into the final contract after contract award. Can the Senate please confirm that the additional clauses are subject to review by the Service Provider during the contract negotiation phase after contract award and prior to signing the contract?

Answer 2:

Yes the addition clauses are subject to review by the Service Provider during the contract negotiation phase after contract award and prior to signing the contract.

Question 3 :

Could the Senate please confirm who will be providing any peripheral SW (Software) licenses required for the solution to run e.g. Oracle or Microsoft SQL Server.? Will it be provided by the Senate or by the Service Provider?

Answer 3:

Licences for any peripheral software hosted and managed by the Service Provider will be provided by the Service Provider. Licences for any peripheral software hosted and managed by the Senate will be provided by the Senate.

Question 4 :

Transition and data migration requirements – Could the Senate please provide any data migration requirements, if any, from the existing systems to the new system provided by the Service Provider?

Answer 4:

The data will hopefully be migrated from the Phoenix pay system. If the data is not available the migration will be done from the HRIS system (Expert HR – powered by Nethris).

Question 5 :

Would the Senate please amend the proposed Bidder's Index to include M11 and M12 requirements, as they seem to be missing?

Answer 5:

Description	Page no.
<p><u>Mandatory Requirements:</u> Bidder's Index 2.1 M1 Non-Disclosure Agreement 2.1 M2 Covering Letter 2.1 M3 References 2.1 M4 IT Security Control Assessment 2.1 M5 Experience 2.1 M6 Pension Contribution Deductions 2.1 M7 Reduced Income Calculations 2.1M8 Direct Deposit 2.1 M9 Pension Contribution 2.1 M10 Bilingual Services 2.1 M11 Availability Requirements 2.1 M12 Reports</p> <p><u>Rated Criteria</u> 3.1 R1 Proponent's Qualifications 3.1 R2 Requirements 3.1 R3 Value Added Services 3.1 R4 Implementation Methodology 3.1 R5 References 3.1 R6 Presentation</p> <p><u>Financial Proposal</u> Annex A – Statement of Work Annex B - Basis of Payment Annex C – Rated Requirements</p>	

Question 6:

According to page 11, the Financial Proposal must include Annex A (Statement of Work) Annex B (Basis of Payment) and Annex C (Rated Requirements). Can the Senate please confirm that this is an error and that only the Basis of Payment should be included in the Financial Proposal?

Answer 6:

Only the Basis of Payment should be included in the Financial Proposal.