

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

QUESTIONS AND ANSWERS #6

Question 1:

On page 30 of the RFP documents, Section 1. Objective, it is indicated that there are two collective agreements plus different terms and conditions of employment for three other employee groups. **QUESTION:** Could the Senate provide the two Collective Agreements and the terms and conditions of employment for the three other employee groups. If not possible, could the Senate provide an estimate (quantity) of the number of terms and conditions that affect payroll? We would like to use this to estimate the scope for setting these rules up.

Answer 1:

Please refer to Question 12 of Addendum #3.

Question 2:

On page 30 of the RFP documents, Section 2. Background, it is indicated that the Senate uses two different pay systems: Phoenix for Senators and Senate Administration employees and a private system for the Senators and retired Senators. **QUESTION:** Does the Senate have information on the number of payroll rules being used in the **private system** and the number of payroll rules in use in **Phoenix** applicable **ONLY** to the Senate?

Answer 2:

The Senate of Canada does not have that information.

Question 3:

With regards to specific payroll processing functionality (section R2), does the Senate of Canada require that the proposed solution provide the following:

- The ability for the solution to automatically determine an employee's or Senator's eligibility for various Premiums and Allowances based upon pre-defined business rules? Yes or No
- The ability for the solution to automatically calculate the payment for any Premiums or Allowances that an employee or Senator may be eligible for based upon pre-defined business rules? Yes or No
- The ability for the solution to automatically determine an employee's or Senator's eligibility for Statutory Holidays based upon pre-defined business rules? Yes or No
- The ability for the solution to automatically calculate the payment of any Statutory Holidays that an employee or Senator may be eligible for based upon pre-defined business rules? Yes or No
- The ability for the solution to automatically determine an employee's eligibility for Overtime based upon pre-defined business rules? Yes or No

- The ability for the solution to automatically calculate the payment of Overtime (100%, 150%, 200%, etc.) that an employee may be eligible for based upon pre-defined business rules? Yes or No
- The ability for the solution to automatically determine an employee's or Senator's eligibility for Vacation, Sickness days, etc. based upon pre-defined business rules? Yes or No
- The ability for the solution to automatically calculate the payment, banking, renewal and payout of Vacation, Sickness, etc. that an employee or Senator may be eligible for based upon pre-defined business rules? Yes or No
- The ability for the solution to automatically determine an employee's or Senator's eligibility for Deductions/Contributions (i.e. Pension, Benefits, Union dues, etc.) based upon pre-defined business rules? Yes or No
- The ability for the solution to automatically calculate the amount of any Deductions/Contributions (i.e. Pension, Benefits, Union dues, etc.) that an employee or Senator may be eligible for based upon pre-defined business rules? Yes or No
- The ability to effective date all business rules and have the solution automatically apply new future dated rules as they become effective? Yes or No
- The ability for any retro-active salary adjustment, for a specific person(s) or a whole group (i.e. a union) to be automatically computed and processed by the solution without requiring any manual user calculation or input? Yes or No
- The ability for the solution to automatically process backdated payroll corrections, including into previous fiscal years and re-compute all associated earnings, deductions and GL charges as appropriate? Yes or No
- The ability for employees to access/enter timesheets via Self-Service and Mobile functionality? Yes or No
- The ability for employees to request time off via Self-Service and Mobile functionality? Yes or No
- The ability for employees and Senators to access their pay notifications via Self-Service and Mobile functionality? Yes or No
- The ability for employees and Senators to submit Expense Account reimbursements via Self-Service and Mobile functionality? Yes or No
- The ability for employees and Senators to access their year-end slips via Self-Service functionality? Yes or No
- The ability for employees and Senators to access and update their banking information via Self-Service functionality? Yes or No
- The ability for employees to access Pension Membership information (contributions, earnings, beneficiary, etc.) via Self-Service functionality? Yes or No
- The ability for managers to consult and approve employee timesheet entries via Manager Self-Service functionality? Yes or No
- The ability for managers to approve employee leave requests via Manager Self-Service functionality? Yes or No
- The ability for managers to approve Expense Account reimbursement via Manager Self-Service functionality? Yes or No

- The ability for the solution to define and automatically apply employee and Senator expense account reimbursement business rules and process any reimbursements as part of the payroll process? Yes or No
- The ability for the solution to execute off-cycle payrolls (for terminated employees, immediate payroll adjustments, etc.)? Yes or No

Answer3:

- The ability for the solution to automatically determine an employee's or Senator's eligibility for various Premiums and Allowances based upon pre-defined business rules? Yes or No, **Yes**
- The ability for the solution to automatically calculate the payment for any Premiums or Allowances that an employee or Senator may be eligible for based upon pre-defined business rules? Yes or No **Yes**
- The ability for the solution to automatically determine an employee's or Senator's eligibility for Statutory Holidays based upon pre-defined business rules? Yes or No **Yes**
- The ability for the solution to automatically calculate the payment of any Statutory Holidays that an employee or Senator may be eligible for based upon pre-defined business rules? Yes or No **Yes**
- The ability for the solution to automatically determine an employee's eligibility for Overtime based upon pre-defined business rules? Yes or No **Yes**
- The ability for the solution to automatically calculate the payment of Overtime (100%, 150%, 200%, etc.) that an employee may be eligible for based upon pre-defined business rules? Yes or No **Yes (time at single rate, 1.5 or 2.0, not percentages)**
- The ability for the solution to automatically determine an employee's or Senator's eligibility for Vacation, Sickness days, etc. based upon pre-defined business rules? Yes or No **No**
- The ability for the solution to automatically calculate the payment, banking, renewal and payout of Vacation, Sickness, etc. that an employee or Senator may be eligible for based upon pre-defined business rules? Yes or No **No,**
- The ability for the solution to automatically determine an employee's or Senator's eligibility for Deductions/Contributions (i.e. Pension, Benefits, Union dues, etc.) based upon pre-defined business rules? Yes or No **YES**
- The ability for the solution to automatically calculate the amount of any Deductions/Contributions (i.e. Pension, Benefits, Union dues, etc.) that an employee or Senator may be eligible for based upon pre-defined business rules? Yes or No **YES**
- The ability to effective date all business rules and have the solution automatically apply new future dated rules as they become effective? Yes or No **Yes**
- The ability for any retro-active salary adjustment, for a specific person(s) or a whole group (i.e. a union) to be automatically computed and processed by the solution without requiring any manual user calculation or input? Yes or No **Yes**
- The ability for the solution to automatically process backdated payroll corrections, including into previous fiscal years and re-compute all associated earnings, deductions and GL charges as appropriate? Yes of No **Yes**

- The ability for employees to access/enter timesheets via Self-Service and Mobile functionality? Yes or No **Yes**
- The ability for employees to request time off via Self-Service and Mobile functionality? Yes or No **Yes, for leave without pay. No, for all other types of leave.**
- The ability for employees and Senators to access their pay notifications via Self-Service and Mobile functionality? Yes or No **Yes**
- The ability for employees and Senators to submit Expense Account reimbursements via Self-Service and Mobile functionality? Yes or No **No,**
- The ability for employees and Senators to access their year-end slips via Self-Service functionality? Yes or No **Yes**
- The ability for employees and Senators to access and update their banking information via Self-Service functionality? Yes or No **Yes**
- The ability for employees to access Pension Membership information (contributions, earnings, beneficiary, etc.) via Self-Service functionality? Yes or No **Yes.**
- The ability for managers to consult and approve employee timesheet entries via Manager Self-Service functionality? Yes or No **Yes**
- The ability for managers to approve employee leave requests via Manager Self-Service functionality? Yes or No **Yes, for leave without pay, no for all other types of leave.**
- The ability for managers to approve Expense Account reimbursement via Manager Self-Service functionality? Yes or No **No**
- The ability for the solution to define and automatically apply employee and Senator expense account reimbursement business rules and process any reimbursements as part of the payroll process? Yes or No **No**
- The ability for the solution to execute off-cycle payrolls (for terminated employees, immediate payroll adjustments, etc.)? Yes or No **Yes.**

Question 4:

Could the Senate clarify who will be considered as the “Service Provider’s representative(s)”. We assume that this clause refers to those responsible for the conduct of the services work in the 3. Scope of Work. Please confirm this assumption is correct.

Answer 4:

Yes

Question 5: (revised from Addendum 4 Q&As #4 Question 4)

What is the calculation for withholding the Members of Parliament Retiring Allowances Act (MPRAA) and the Members' Retirement Compensation Arrangements (RCA) deductions from fixed and additional salary?

Answer 5: (revised from Addendum 4 Q&As #4 Answer 4)

MONTHLY CONTRIBUTIONS BY MEMBERS

Once a Senator is enrolled in the Members of Parliament pension plan, regular monthly contributions to the plan are required as long as the Senator remains a parliamentarian. The contributions are credited into two accounts: the Members of Parliament Retiring Allowances

(MPRA) Account and the Members of Parliament Retirement Compensation Arrangements (MPRCA) Account. The monthly contributions are divided up to and above the earnings limit for the calendar year.

A Senator pays into the MPRA and MPRCA on the portion of their sessional allowance that does not exceed the earnings limit for the calendar year. Once the member has attained the earnings limit for the calendar year, a member only pays a certain percentage into the MPRCA.

The member's contributions will change at a certain point in their parliamentary career. Once they reach the maximum pension accrual age, a pre-determined amount is paid into the MPRCA. Once a member has accrued at least 25 years of pensionable service (0.75 of their average annual pensionable earnings for service accrued on or after January 1, 2016; previously, 0.75 of the average annual sessional indemnity) they will pay a certain percentage into the MPRA up to the earnings limit and a certain percentage into the MPRCA above the earnings limit. Contribution rates under the Members of Parliament pension plan were increased gradually beginning in 2013 to reach a target current service cost-sharing ratio of 50:50 by 2017.

Earnings Limit

Earnings limit means the maximum pensionable earnings in respect of which benefits may be accrued during that calendar year for the purposes of a registered pension plan within the meaning of the ITA. Member of Parliament pension benefits in excess of this limit are funded through a retirement compensation arrangement (RCA)

Each year, the earnings limit is established according to the established formula in the MPRAA such that contributions on pensionable earnings above this threshold will be directed into the MPRCA.

Service after Age 71

The ITA requires the cessation of benefit accrual in a registered pension plan by December 31 of the year in which the employee turns age 71.

Employer Contributions

Each month, the employer (the Government of Canada) contributes an estimated amount necessary to cover future pension benefits that members have accrued each month. This amount is set by the Office of the Chief Actuary.

Member Contribution Rates as of 2016

Member contributions rates under the Members of Parliament pension plan are will be set by the Chief Actuary of Canada, and benefits under the Members of Parliament pension plan will be coordinated with the Canada / Quebec Pension Plan (C/QPP) at age 60. As a result, a two-tiered formula will be used to calculate member contributions.

How does the contribution formula work?

Members and the government will pay a lower contribution rate to the Members of Parliament pension plan for that portion of the member's pensionable earnings up to the yearly maximum

pensionable earnings (YMPE), and a higher contribution rate for pensionable earnings over the YMPE. The contribution rates for calendar years 2016 and 2017 are provided below.

Not having reached the 75% maximum pension accrual and under age 71

Calendar Year	Up to the YMPE	Above the YMPE to the MPE	Above the MPE
2016			
MPRA Account	6.98%	8.91%	0.00%
MPRCA Account	7.59%	7.59%	15.79%
2017			
MPRA Account	11.15%	14.24%	0.00%
MPRCA Account	6.36%	6.36%	19.48%

Not having reached the 75% maximum pension accrual and age 71 and over

Calendar Year	Up to the YMPE Above the YMPE to the MPE Above the MPE
2016	
MPRA Account	0.0%
MPRCA Account	15.79%
2017	
MPRA Account	0.0%
MPRCA Account	19.48%

Contributions after accruing the maximum benefit of .75

Upon reaching the 75% maximum pension accrual, members under age 71 will contribute 1% of pensionable earnings up to the MPE to the MPRA Account and 1% of pensionable earnings above the MPE to the MPRCA Account. Members age 71 and over who reach the 75% maximum pension accrual will contribute 1% of their entire pensionable earnings to the MPRCA Account.

Having reached the 75% maximum pension accrual

Calendar Year 2016/2017	Members under age 71	Members age 71 and over
MPRA Account	1% (salary up to MPE)	0%
MPRCA Account	1% (salary above MPE)	1% (payable on all pensionable earnings)

Question 6:

Your response in the “Questions and Answers #3”, on November 20th, to the following question was “YES”: **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?*

Regarding the language clause as stated in the RFP documents, page 31, “4. Language of

Work”, we are assuming that it does not apply to the Contractor’s Representative as understood above, but instead to the person in charge of/managing the project, i.e. Project Manager. Please confirm.

Answer 6:

The services provided must be offered in both official languages.

Question 7:

Given that answers to all clarification questions will only be received on Thursday, November 23rd, we respectfully request a 2 week extension to allow the time necessary to review and confirm with our partners, and to put together a quality, compliant proposal response.

Answer 7:

There will be no extension to the closing date of the Request for Proposal. The closing date will remain November 30th, 2017 at 11:00am.
