

**DES PLAINES PUBLIC LIBRARY
PAYROLL SERVICES RFP 08-2020**

ADDENDUM #1

1. *Of the 106 employees, are they all hourly or salary?*

Answer: A mix of hourly and salaried.

- a. *If a mix, what is the percentage?*

Answer: 21.6 % of the staff are salaried (23 people).

- b. *What are the current wages?*

Answer: Wages range from \$10/hour to \$119,600 annual salary.

2. *What roles are these 106 employees in? Can you supply titles and possibly job descriptions?*

Answer: We currently have 42 job titles:

Director
Assistant Director
Head of Adult Services
Head of Youth Services
Head of Marketing and Communications Services
Head of Patron Accounts and Materials Services
Human Resources Manager
Acquisitions and Cataloging Manager
Head of Building and Security Services
Readers Services Manager
Reference Librarian II
Teen Services Librarian
School Liaison Librarian
Youth Services Assistant Manager
Materials Services Manager
Metadata and Cataloging Specialist
Reference Librarian
Youth Services Librarian
Administrative Assistant
Creative Services Coordinator
Page Supervisor
Patron Accounts Supervisor
Web Services Specialist
Acquisitions and Receiving Assistant
Administrative Services Clerk
Copy Cataloging Assistant
Digital Designer
Graphic Designer
Readers' Services Assistant
Reference Services Assistant
Youth Services Assistant
Building & Security Services Assistant
Monitor, Full-Time

Monitor, Part-Time
Patron Accounts Assistant
Seasonal Preschool Outreach Intern
Seasonal Summer Reading Club Associate
Materials Services Clerk
Processing Clerk
Production Clerk
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3. *For the web based technology capabilities, are you looking for your selected partner to do requisition management, or simply time and attendance functions?*

Answer: As stated in the RFP, we want staff to be able to clock in and clock out online.

ADDENDUM #2

1. *What is the amount of coverage required for the cyber liability insurance?*

Answer: \$1 million.

2. *Are the resources paid W2? If not, how are they paid? Are any of them per diem?*

Answer: Yes, all of our staff are paid as standard W2 workers. No staff are paid per diem.

3. *The RFP mentions recruiting and applicant tracking features within an HRIS system. Are the resources pre identified (currently working) or is DPPL also seeking recruiting services?*

Answer: DPPL is seeking recruiting services.

4. *Is the DPPL workforce Full or Part time?*

Answer: 42 of 106 staff are full time, 64 are part time.

5. *Average hours worked?*

Answer: Full time staff work 37.5 hours per week. The average hours for part-time staff is 16 hours per week.

6. *Are benefits required? Currently offered?*

Answer: Yes, benefits are required and currently offered.

7. *What are the pay rates?*

Answer: Wages range from \$10/hour to \$119,600 annual salary.

8. Are job descriptions available?

Answer: No.

9. Is there an incumbent provider in place supplying the service today?

Answer: Yes.

10. How does DPPL want to see pricing represented? (ex. % mark up over payrate / hour / resource, % mark up over total cost / hour / resource)

Answer: As stated in the RFP, DPPL requests in the proposal "Cost of an annual contract for a three year period. Please separate HRIS costs."