

DES PLAINES PUBLIC LIBRARY
PAYROLL SERVICES RFP 08-2020

ADDENDUM #3

1. The question is mainly centered around what type of reference makes a good comparison. It seems like the RFP is primarily payroll-centric, but if there are any other details into what type of company or reference would provide more value, please let me know.

Answer (from the RFP): Submit five references, **preferably public libraries**, from the past three years similar in size and scope to the RFP.

2. It would appear from your answers that perhaps you are looking for a true outsourcing of your HR department, but wanted to confirm. You mentioned that the candidates are not pre-identified but you are looking for the selected organization to recruit these staff as well. Can you confirm this is the case?

Answer: We are not outsourcing our HR department. We are seeking a Payroll vendor as described in the RFP. The HRIS

3. What is your expectation of an HRIS?

Answer: A successful HRIS will provide a user-friendly experience for library staff and online applicants, manage applications and applicant data, particularly persons applying for multiple positions and providing multiple cover letters and resumes, and integrate successful candidates into the library payroll system.

Per the RFP, the submitted proposal will include a separate cost for HRIS (include complete and separate costs for all components offered such as setup, training, recruitment & applicant tracking, new hire integration, annual fees, etc.)

4. Can we submit proposals by email?

Answer: No. We need three copies of the proposal in a sealed container, delivered to the attention of Jo Bonell, Library Director, by 10:30 a.m. August 4, 2020, at which time they will be publicly opened and read in the Conference Room (second floor).